

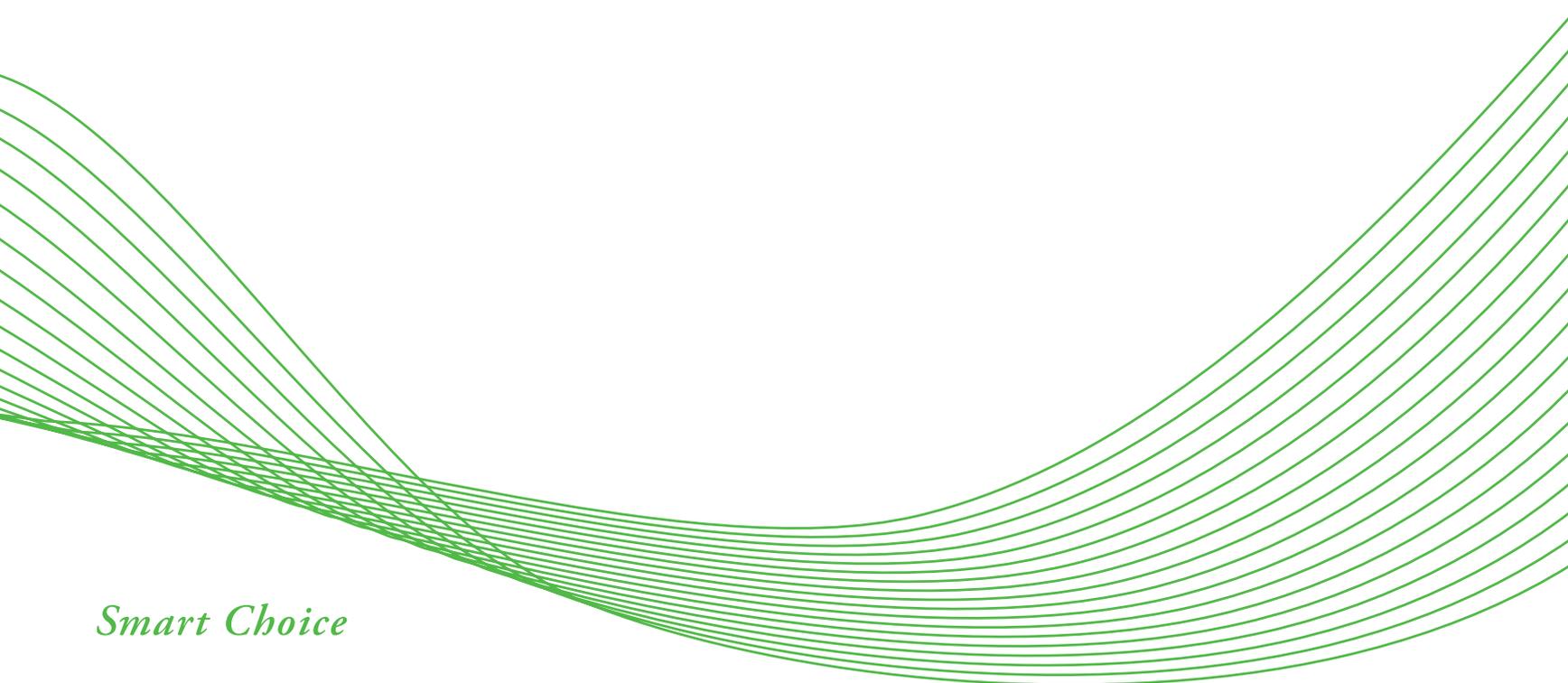


CITY OF
Ames™



CITY OF AMES, IOWA
PROGRAM BUDGET
2015/2016
DRAFT

The theme for this year's Budget is the Library renewal project, a plan that expanded and renovated the Ames Public Library at its current location. The project increased the building from 48,000 square feet to 77,455 square feet, renovated all areas of the library, and transformed this beloved community asset into the open and inviting library Ames deserves. The design for the project is based on years of planning and study along with feedback from many public forums. Artist renderings, photographs, and floor plans fill the pages of this year's Budget.

A decorative graphic at the bottom of the page consisting of multiple thin, parallel, wavy lines in a light green color, creating a sense of movement and flow.

Smart Choice

CITY OF AMES, IOWA

2015/16 PROGRAM BUDGET

**SUBMITTED TO THE CITY COUNCIL
JANUARY 30, 2015**

**MAYOR
ANN CAMPBELL**

**COUNCIL MEMBERS
GLORIA BETCHER
AMBER CORRIERI
TIMOTHY GARTIN
MATTHEW GOODMAN
CHRIS NELSON
PETER ORAZEM**

**CITY MANAGER
STEVEN L. SCHAIKER**



Mission Statement

We are caring people, providing quality programs
with exceptional service to a
community of progress.

We Value...

- Continuous improvement in our organization and our services.
- Innovation in problem solving.
- Employee participation in decision making.
- Personal and professional development.
- Each other as we work together to serve the community.

We Are...

- Proud to provide superior services to our community.
- Professional and objective as we address public concerns and needs.
- Fair, flexible, and helpful in our actions.
- Efficient and fiscally responsible.
- Proactive in reviewing and evaluating the type and focus of our services.

Caring People, Quality Programs, Exceptional Service



January 30, 2015

Mayor and Ames City Council:

In last year's budget message I indicated there was reason to be optimistic that our local economy was showing signs of emerging from the financial downturn that had gripped the country for many years. I am happy to report that this year there are specific indicators that verify this economic resurgence. Demand for additional industrial, commercial, and residential development continues to increase as we experience further growth in Iowa State University enrollment as well as in the number of new jobs created in our community. Due to this growth in development we are projecting that the number of building permits issued in FY 2014/15 will increase by 18% over the previous year's total. Because of this upturn in the local economy, \$91,602,424 of additional taxable property valuation was added. Another indicator of the improved financial health of our community is evidenced by the increase in our Local Option Sales Tax receipts, which are projected to increase by \$362,250 in FY 2015/16, or 5%, over the prior year's adopted level.

I am attaching for your review and approval the City Manager's Recommended Budget for Fiscal Year 2015/16 that takes advantage of this excellent financial environment. This document reflects expenditures totaling \$257,905,216 for the various programs and services that we plan to provide to our customers during this fiscal year.

This letter provides a summary of some of the major highlights included in this program budget.

PROPERTY TAXES - 2.5% Tax Rate Decrease - From \$10.86 to \$10.59

The budget that is being recommended reflects an overall property tax rate decrease of 2.5% from \$10.86 per \$1,000 of taxable valuation to \$10.59 per \$1,000 of taxable valuation. The property tax rate decrease reflected in this budget is intended to mitigate the impact of the increase in the state-mandated rollback percentage from 54.40% to 55.73% for residential properties and the 3.9% increase (\$55,964,000) in property valuations due to reassessments on existing properties as the result of an improving housing market. Due to the excellent work of the department heads and their staff members, expenditures to finance the operations supported by the General Fund are budgeted to increase by 3.3% in FY 2015/16. As a result of their efforts, this relatively small increase in expenses will require only an additional \$292,291 in property tax revenue to balance this budget and maintain a 23.3% available balance in the General Fund.

You will note that in FY 2015/16 the budget reflects funding of \$1,040,035 from the State government to meet its obligation to replace lost property tax revenue as the result of the new state legislation that now applies a 90% rollback on the assessed values for commercial and industrial properties.

ELECTRIC UTILITY - No Rate Increase

The utility's major focus will be on the conversion of our power plant from coal fired boilers to natural gas. The City Council's decision to pursue this estimated \$26,000,000 project was in response to the need to select the most economically viable alternative that would have the highest probability of meeting federal air quality requirements within the mandated timelines and would meet the City Council's goal to expand our sustainability efforts.

Converting our power plant to natural gas is estimated to reduce carbon emissions by 40%, or approximately 312,000 tons of CO₂ per year. This conversion, coupled with our current commitment of 14.2% of renewable energy (2.8% from the burning of the community's refuse in our power plant boilers and 11.4% from the purchase of 30 megawatts of wind energy), will place us well on the way to accomplishing the sustainability goal of the City Council.

While no electric rate increase has been included in this budget, the full impact of the gas conversion project should be felt first in FY 2016/17 when the Energy Cost Adjustment portion of our customers' bills will be increased by an estimated 5% to reflect the higher costs of burning natural gas in our power plant. In addition, in FY 2017/18 we are projecting the need for a 4% rate increase to complete the financing of the conversion project.

In the meantime, a strong effort was exerted to hold down the expenditures in the operations of this utility to help delay the need for an immediate rate increase. As a result, the estimated expenditures for operations, less purchased power, are less than 1% higher in FY 2015/16 than the previous year's adopted level.

WATER UTILITY - 4% Rate Increase

Here again, one project will dominate the attention of the staff in this utility – the new \$74,000,000 water treatment plant. In keeping with the City Council's sustainability goal, we have received a \$6,224,000 forgivable loan for this project because of our commitment to construct this new facility to a LEED certified standard.

In anticipation of the opening of the new plant in a few years, an effort has been made to forestall as much maintenance costs on the old plant as possible. Therefore, the FY 2015/16 operations budget calls for an actual decrease in expenditures of .3% as compared to the prior fiscal year. **The 4% water rate increase that is incorporated into the budget represents the last in the series of increases needed to finance the new treatment plant.**

Innovation is a value that drives our thoughts and actions in the city organization. An excellent example of this value is evidenced in the creation of the Student Intern

Operator positions at the water plant. These positions allowed us to eliminate a full-time position as well as to reduce the number of weekend work days required of the remaining Operators.

In order to preserve the capacity of the 22 existing wells, a new program for routine well rehabilitation has been introduced into this budget. Four wells are scheduled for rehab in FY 2015/16.

SANITARY SEWER UTILITY - 5% Rate Increase

In 2014, the Water Pollution Control facility received the Platinum Peak Performance Award for the 24th consecutive year. This award represents the third longest record in the nation for operating compliance.

The budget includes funding to upgrade the communication components of the Flood Early Warning System. The City will pay for 40% of the system, while the remaining 60% is split among Story County, Iowa Department of Transportation, and Iowa State University.

If this new system is removed from the calculation, the operating budget for this utility will increase by only 1.5% over the prior year's adopted level. **Therefore, the need for the 5% sewer rate increase is predominantly due to the Sanitary Sewer Rehabilitation capital improvement project that over the next five years will allocate more than \$18,000,000 to the repair or replacement of deficient sewer lines and deteriorated manholes.** These upgrades will decrease the amount of clean water entering the sanitary sewer system and eliminate the need for treatment at the Water Pollution Control Plant. This project was judged to be the more cost-effective strategy of maintaining adequate capacity for the Plant.

STORM SEWER UTILITY - No Monthly Fee Increase

As you know, the current monthly Storm Water Utility fee of \$3.45 per equivalent residential unit (ERU) is not adequate to cover the operational maintenance and capital improvement costs related to handling the ever-increasing amount of storm water that is transported through our community due to the increase in development and its associated impervious surfaces. Therefore, in FY 2015/16, \$777,189 from storm water utility fee revenues is being budgeted for various storm water capital improvement projects and maintenance work by City crews. An additional \$644,000 of G.O. Bond funding is needed to complete the planned capital improvement projects. Should the Council continue to rely partially on the issuance of debt to fund some of the needed capital improvement projects, it is estimated that the monthly ERU rate will need to be increased by \$0.25 in FY 2016/17 and another \$0.25 in FY 2018/19.

Since 2007, there has been one FTE (Storm Water Specialist) devoted to administering the Municipal Separate Storm Sewer System (MS4) permit issued by the EPA. This employee is aided by a part-time consultant. Their responsibilities include: plan review, field inspections, education/outreach, coordination with other environmental groups, monitoring chemical applications on public properties, and

monitoring/meeting MS4 permit activities. **Because of the increase in development throughout the community and in the demands of the MS4 permit, additional staff time is needed to comply with the MS4 permit. Therefore, the FY 2015/16 budget includes a new 3/4 FTE for a Storm Water Specialist.** The incremental cost of this position is \$23,400, since the consultant expenses will be eliminated from the budget.

Staff time associated with administering the MS4 permit has not been covered by the permit fees, as originally hoped. **The FY 2015/16 budget includes minimal permit fee increases to better cover these costs. In addition, two new permits, the subdivision stormwater plan review (\$450) and the grading plan review (\$250), are being introduced.** The grading permit will enable developers to advance construction activities, while complying with the MS4 permit. Even with these fee increases, the projected expenses for administering the MS4 permit will exceed revenues by \$74,800. This difference is covered from the Storm Water Utility.

RESOURCE RECOVERY UTILITY - No increase in Per Capita or Tipping Fees

The staff in this utility remains some of the most innovative employees we have in the City organization. They are constantly exploring ways to improve the efficiency of the Resource Recovery Plant. In 2013, a slow speed, high torque shredder replaced an older model which reduced the electric consumption at the Plant. As unforeseen drawbacks occurred with this installation, however, the Plant staff was able to overcome the problems through their increased maintenance efforts. In addition, the staff was able to design and fabricate the replacement for a major conveyor at the Plant. **Because of their dedication, the budget reflects only a 1.7% increase in operational expenses for FY 2015/16.**

The financial status of this utility remains strong, which allows us to maintain the Per Capita charge to our member cities and Story County to support this operation at \$9.10. In addition, this budget shows no increase in the \$52.75 per ton tipping fee to the garbage haulers.

Since the Per Capita fee remains the same for FY 2015/16, the City's property tax support for this utility will again be \$452,862.

ADMINISTRATIVE SERVICES - New Activity

Historically, each department is assigned specific administrative support staff to answer customer questions, direct customers to the appropriate staff members, and provide customers with materials that will assist them in their interaction with the City. Because the offices of community development related services are located in close proximity to each other on the second floor of City Hall, we have a unique opportunity to streamline the interactions with customers who many times need to interact with staff members in all of three of these offices.

Seizing upon this opportunity, the budget reflects the creation of a new Administrative Services function. This new arrangement combines the clerical staff from the Planning and Housing Department, Public Works Department, and

Inspections Division of the Fire Department into one central location. The goal of this new activity is to share services, increase collaboration, and provide a "one-stop-shop" related to our community development services.

GENERAL FUND PROJECT ADDITIONS

In some years we are fortunate to have available funds from the prior year that have accumulated either because expenditures came in less than budgeted or revenues received surpassed the appropriated totals. When this happens, I have explained that the City Council could take advantage of these additional funds by applying them to reduce property taxes. However, because this excess should be considered "one-time funding", I believe the wiser approach is to apply them to specific one-time projects where continued funding will not be required.

Available funding for the Adjusted FY 2014/15 budget totals approximately \$1,700,000. This abnormally high total is attributed to 1) \$598,467 in higher than anticipated building permit fees in FY 2013/14, 2) \$623,436 in expenditure savings in FY 2013/14 due to staff vacancies, reduced overtime, and lower than expected fleet maintenance costs, and 3) an additional \$524,753 to be received in Local Option Sales Tax revenue in FY 2014/15.

The timing of these additional funds comes at a very fortuitous time since we were able to earmark them for the following projects in FY 2014/15, thereby eliminating the need to raise property taxes to accomplish them.

Planning Services	\$100,000*	For additional funding to update LUPP *(Total amount accumulated = \$228,000 for consultant \$80,000 for Lincoln Way Corridor Study \$40,000 for temporary Planner)
Planning Services	\$50,000	For development of concept plan related to East Industrial Area
Facilities	\$700,000	For City Hall roof replacement
Facilities	\$500,000	For City Hall parking lot repair
Facilities	\$30,000	For renovation of Planning/Public Works offices
City Council	\$20,000	For workshops expenses associated with Council goals (Evidence-Based Youth Programming) (Improving Environment for Entrepreneurialism)
Law Enforcement	\$45,000	For depreciation of mobile data terminals
Information Technology	\$45,000	For furniture needed for relocation to City Hall
Public Relations	\$200,000	For City brand implementation

URBAN FOREST DIVERSIFICATION & REFORESTATION PROGRAM

The City Council recently approved a twenty year plan to respond to the pending infestation of the Emerald Ash Borer on trees in the City's rights-of-way. During the first five years of the plan implementation, we will focus our efforts on removing both trees with a diameter of 6 inches or less and defective trees. To mitigate the visual impact of tree removal in our neighborhoods, only every fourth tree on a block will be removed annually. The remaining trees will receive chemical treatment until they are removed. Finally, the impacted areas will be replanted with new trees with an emphasis on diversity of species.

The FY 2014/15 adjusted budget includes \$291,655 to initiate this plan (\$200,062 in Right-of-Way Maintenance and \$91,593 in Parks Maintenance). In FY 2015/16, the budgeted amount for this program decreases to \$229,627 (\$211,098 in Right-of-Way Maintenance and \$18,529 in Parks Maintenance).

LIBRARY SERVICES

The much anticipated opening of our newly renovated Library was accomplished in FY 2014/15. The expansion of the building to 78,992 square feet posed significant challenges to providing staff coverage in this larger facility. As a result, the overall departmental structure was reorganized. You will note the net increase in FTEs is 3.75 from the reorganization. While 4.75 new part-time positions were added by transitioning existing temporary employees to permanent part-time positions, the overall budget was not impacted. To offset the cost of these new positions, savings were generated through the elimination of the Assistant Director position, along with a reduction in the amount budgeted for temporary salaries.

TRANSIT

Because of the ever-increasing enrollment at Iowa State University, ridership on CyRide is anticipated to grow to 6.8 million rides in FY 2014/15. This total represents a staggering 59% increase in ridership since FY 2006/07.

The Transit Board recently reaffirmed its support for maintaining the current high level of service to our riders. However, the magnitude of the growth in ridership, along with cutbacks in federal funding for vehicles, have caused a number of operational and infrastructure challenges that need to be addressed in the near future. A critical issue being discussed by the Transit Board is the appropriate level of financial support that should be provided by each of the funders. As ISU enrollment has increased, so too has the student's overall percentage of the ridership. While ISU students represent over 90% of the ridership on CyRide, the contribution from students' fees equals 67% of the total provided by the three funding parties. Ultimately, no significant change in the funding percentages was agreed to. Therefore, to meet the ever-increasing ridership, the FY 2015/16 budget includes the following additional services: 1) five additional hours of weekday service per day and 2) an additional bus on the Gray route each weekday from 7 a.m. to 10 p.m. The City's contribution to CyRide will increase by 5.03% in FY 2015/16 or an additional \$79,401 over the previous year.

PARKING

A review of the Parking Fund reveals that expenditures for our parking operations are expected to exceed revenues generated from parking space rentals, overtime violations, illegal parking violations, and parking meter collections by \$53,045 in FY 2015/16. Some of this deficit in financing can be attributed to the loss of revenue that has been historically waived in support of events in Downtown and Campustown. For example, in 2014 these waivers totaled approximately \$18,000. Fortunately, there is a sufficient balance in the Parking Fund so that an immediate increase in our fees is not required.

An important policy issue that the Council should consider in the near future is whether or not to finance the reconstruction of the City parking lots with revenues from the Parking Fund, or from the General or Local Option Sales Tax Funds. If a preference is to rely on parking operations revenue to finance the lot improvements, the Council should give serious consideration to increasing these fees in the near future to begin to accumulate the necessary funds to pay for these repairs.

Many of you are aware of our Excellence Through People (ETP) initiative. One of the goals of ETP is to provide exceptional service to our customers, at the best price. The program budget that was prepared by our department heads for the City Council's approval assures that this goal is being met!

In addition, I need to recognize Duane Pitcher, Finance Director; Nancy Masteller, Budget Officer; Emily Burton, Finance Department Secretary; Bob Kindred, Assistant City Manager; and Melissa Mundt, Assistant City Manager for their assistance in providing the leadership to complete this important management tool.

Respectfully submitted,



Steven L. Schainker
City Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Ames

Iowa

For the Fiscal Year Beginning

July 1, 2014

A handwritten signature in black ink, appearing to read 'Jeffrey R. Erwin'.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Ames, Iowa for its annual budget for the fiscal year beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

HOW TO USE THIS BUDGET DOCUMENT

The following notes and definitions have been prepared to assist the Mayor, Council, and citizens of Ames in more readily understanding the format and terminology which are used in this budget.

PROGRAM BUDGET PHILOSOPHY

Prior to the 1982/83 Budget, the City of Ames relied primarily upon a department-centered “line-item” or “input-oriented” budget. Expenditure decisions were made largely upon the basis of the costs associated with personnel, commodities, capital outlays, etc., within the various City departments. While recognizing the importance of cost restraints upon governmental operations, the present program budget goes one step better as it provides information for decision making on a service or program-oriented basis. Policy makers are thus given the means to make crucial budgetary decisions based upon specific and measurable service levels, as well as upon the total dollar cost of those services. At the same time, citizens should be able to see the service-level results of the elected representatives’ decision. In an era of tight governmental spending, the City budgeting process will hopefully thus be more responsive to citizen and Council budgeting needs.

PROGRAM STRUCTURE

Within this budget, City services are grouped in five “programs”, each of which addresses a broad category of needs within the community. These programs are as follows:

- Public Safety
- Utilities
- Transportation
- Community Enrichment
- General Government

In addition to these five operating programs, two additional programs identify other “non-operating” types of expenditures:

- Debt Service
- Internal Services/Transfers

These programs have next been divided into “sub-programs” and “activities”. Each of these levels reflects the City’s efforts to address community needs at a progressively more specific level. To illustrate the pyramiding nature of this program structure, a portion of the transportation program is outlined below.

<u>PROGRAM</u>	<u>SUB-PROGRAM</u>	<u>ACTIVITY</u>
Transportation	Street System	Street Surface Maintenance Street Surface Cleaning Snow and Ice Control
	Public Parking	Parking Operation & Maintenance Parking Law Enforcement Parking Violation Collection

The activity sheet (or sub-activity, when necessary) is the basic building block of the program budget. Using the performance, personnel, cost, and funding information given on these sheets, budget decisions are made for each of the activities. The summary of activities into sub-programs and of sub-programs into programs then provides us with a comprehensive program of all of those services which are provided by the City.

FUND ACCOUNTING AND MAJOR FUNDS

To meet various reporting requirements and generally accepted accounting principles, the City of Ames has established a number of financial funds to record financial activity. These funds allow the City to segregate specific financial activity and meet requirements of various financial regulations, restrictions, and limitations on use of various revenue sources. The fund summary section of this document provides

brief descriptions of the funds as well as revenues, expenses, and fund balances. The major funds represent significant activities of the City of Ames and include the following funds or fund groups:

- General Fund
- Debt Service Fund
- Capital Project Fund Group
- Water Utility Fund
- Sewer Utility Fund
- Electric Utility Fund
- Transit Fund

Combined, these major funds represent approximately 80% of total City expenses. In the Fund Summary section, see the index for funds by type and the top of each fund sheet for its definition or usage.

SERVICE OBJECTIVES

The standards for reporting performance measures in local government budgets have transitioned to reporting of service objectives and accomplishments. To meet these standards, the format of the performance measures in the budget has been changed.

The service objectives reported in the budget should:

- Support the goals of the organization and activity
- Describe what will be accomplished
- Reflect the planned benefit to customers
- Allow measurement of progress
- Define quantifiable future targets (if appropriate)

SERVICE ACCOMPLISHMENTS

Reporting of accomplishments of objectives will include the following types of service measures where appropriate:

- Input – unit of resources expended to produce services
- Output – quantity of products or units of service produced
- Efficiency – inputs used per unit of output or outputs per unit of input
- Service Quality – Measure of the extent to which customers are satisfied with a program or how timely or accurately the service is provided
- Outcome – qualitative results of service; ultimate benefit to customer

The objective of service measurement reporting is to provide more complete information about the City of Ames' performance than can be provided by financial statements and schedules. The service measures are designed to assist users in assessing the economy, efficiency, and effectiveness of services provided. The future budget year's projected measures are an estimate or target.

HIGHLIGHTS

For each operation's program activity, there is a highlight page. The top narrative portion of the page outlines highlights and significant changes for the current year and future budget year.

EXPENDITURES

The columns of financial information include:

- One historic year of actuals.
- The current year's adopted budget.
- The second amendment to the current year's budget which is prepared while budgeting for the future year. The City of Ames amends the current year's budget in October for project carryovers from the previous fiscal year and prepares a final amendment in May.
- The Manager's recommended budget after the PROBE (Productive Review of Budget Entries) and the City Manager have reviewed and approved the budget; or
- The adopted budget after the City Council approves and certifies the budget.

TYPES OF EXPENDITURES

Five types of expenditures are noted.

- Personal Services includes:
Full-time and part-time wages, overtime, various leaves, benefits for IPERS, health insurance, FICA, Medicare FICA, Utility Retirement, Police and Fire Retirement, Workers Comp, life insurance, and unemployment compensation.
- Contractual includes:
Internal service charges for legal, purchasing, finance, human resources, data, telephone, messenger, fleet, insurance, and printing; and external charges for training, conferences, dues, recruiting, utilities, repairs, maintenance, leases, and outside professional services.
- Commodities include:
Office supplies, food, minor equipment, structural materials, chemicals, equipment parts and supplies, meters and meter parts, fuel, and coal.
- Capital includes:
Library acquisitions of books and materials, furniture, computer equipment and software, equipment, vehicles, CIP improvements to land, building, utility systems, streets, and traffic systems. The City of Ames' capitalization threshold is \$5,000.
- Other Expenditures include:
Bond and interest payments, insurance claims, refunds, and transfers.

FUNDING SOURCES

Specific revenues which have been assigned to a program activity are listed. Not every revenue source can be assigned to just one program activity as explained below in Fund Support.

FUND SUPPORT

Wherever possible, efforts have been made to assign specific revenue sources to the various program activities. Both costs and revenues related to a given City service can thus be shown on the same page. Levels of "self-support" for the given activity can thus be made evident.

When specific revenues can not be assigned to a given activity, then the funding source shown will be "fund support". This indicates that the funding will come from the respective fund as a whole, and not from any specific revenue sources within that fund.

It is not always possible to assign the revenues to the appropriate program activity. All major revenue sources for each fund are shown, however, on the respective fund summary sheets.

PERCENTAGE CHANGE

The percentage change number on the financial pages indicates the percentage change between the column for the Manager Recommended or Adopted column and the Adopted column for the previous fiscal year.

FULL-TIME EQUIVALENT (F.T.E.)

When referring to the number of people employed by the City and to the number of positions authorized in any given department, this budget uses the term "full-time equivalent" or "F.T.E.". One F.T.E. is equivalent to 2,080 hours of work per year by full-time and permanent part-time employees (52 weeks times 40 hours per week equals 2,080 hours).

BEGINNING BALANCES

The beginning balances shown on the fund sheets reflect not only cash, but also other assets and liabilities. Exclusions to assets as shown in the audit are capital assets in the Enterprise and Internal Service Funds, and inventory in all of the funds. Excluded from liabilities are employee benefits which are not recorded on City books, but are shown in the audited City financial statements as a liability.

Emphasis has been placed on the beginning balances for the current year adjusted, which are then carried forward based on the estimated revenues and expenditures to estimate a beginning balance for the beginning of the next fiscal budget.

In this budget presentation, the fund sheets reflect the excess or deficit of revenues over/under expenses and then add this excess or deficit to the beginning balance to establish a new ending balance.

The ending balance is then carried forward and becomes the beginning balance for the next budget year.

BUDGET AND FISCAL POLICIES

FINANCIAL PLAN PURPOSE AND ORGANIZATION

Financial Planning Objectives

Through its financial planning process, the City will link resources with results by:

- Identifying community needs for services.
- Establishing the programs required to provide these services.
- Establishing program policies and goals which define the nature and level of program services required.
- Identifying activities performed in delivering program services.
- Proposing objectives for improving the delivery of program services.
- Identifying and appropriating the resources required to perform program activities and accomplish program objectives.
- Setting standards to measure and evaluate the output of program activities, accomplishment of program objectives, and expenditure of program appropriations.

The City will use financial modeling tools to assist in the financial planning process and assess and forecast the effect of proposed service levels on tax rates and fees.

Annual Budget

The City's annual budget emphasizes long-range planning and effective program management. The benefits expected from the annual budget include:

- Reinforcing the importance of long-range planning in managing the City's fiscal affairs.
- Concentrating on developing and budgeting for the accomplishment of significant objectives.
- Establishing realistic timeframes for achieving objectives.
- Creating a proactive budget that provides for stable operations and ensures the City's long-term fiscal health.
- Promoting orderly spending patterns.

The City will maintain Government Finance Officers Association (GFOA) standards for the "Distinguished Budget Presentation Award" and will submit the budget document annually for review under the GFOA program.

Measurable Objectives

The financial plan will establish measurable program objectives and allow reasonable time to accomplish those objectives.

Budget Amendments

The Council will formally review the City's fiscal condition, and amend the budget if necessary, in accordance with the Code of Iowa and administrative rules for local governments.

Balanced Budget

The City will maintain a balanced budget. This means that:

- Operating revenues must fully cover operating expenditures, including debt service, over the long term.
- Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the General Fund, this level has been established at 20% of operating expenditures.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, the beginning fund balance will be used primarily to fund capital improvement plan projects, or other one-time, non-recurring expenditures. Excess balances may also be utilized as part of a program to stabilize property tax levy rates over a planned number of years.

FINANCIAL REPORTING

Annual Reporting

The City will prepare annual financial statements as follows:

- In accordance with various requirements, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditor's opinion.
- The City will use generally accepted accounting principles in preparing its annual financial statements, and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.
- The City will issue audited financial statements within 180 days after year-end.

GENERAL REVENUE MANAGEMENT

Diversified and Stable Base

The City will seek to maintain a diversified and stable revenue base to reduce the effects of short-term fluctuations in any one revenue source.

Current Revenues for Current Uses

The City will fund current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

Interfund Transfers and Loans

In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the annual budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year. In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

USER FEE COST RECOVERY GOALS

Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the service delivery costs as well as changes in methods or levels of service delivery. In instances where State or other regulations limit the level of fees charged for City services, the user fee cost recovery principles may not apply. The budget document will identify where fee levels have been limited and clearly identify the subsidy required due to user fee limitations.

User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

- *Community-Wide Versus Special Benefit* – The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.
- *Service Recipient Versus Service Driver* – After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts; the community is the primary beneficiary. However, the applicant is the *driver* of development review costs, and as such, cost recovery from the applicant is appropriate.
- *Effect of Pricing on the Demand for Services* – The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly stimulated by artificially low prices.

Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.

- *Feasibility of Collection and Recovery* – Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

Factors Favoring Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:

- There is *no* intended relationship between the amount paid and the benefit received.
- Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
- There is *no* intent to cover the cost of the service. Examples may include park shelter and auditorium rental.
- The service is non-recurring, generally delivered on a “peak demand or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services fall into this category.
- Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Small-scale licenses and permits might fall into this category.

Factors Favoring High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

- The service is similar to services provided through the private sector and private or other public sector alternatives could or do exist for the delivery of the service.
- For requested service that requires added costs, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received. An example is higher fees for utility hookup after normal working hours.
- The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing service charges:

- Revenues should not exceed the reasonable cost of providing the service.
- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.
- The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the “market” for similar services as well as to smaller, infrequent users of the service.
- A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

Low Cost Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

- Delivering public safety emergency response services such as police patrol services and fire suppression.

- Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks, and general-purpose buildings.
- Providing social service programs and economic development activities.

Recreation Programs

The following cost recovery policies apply to the City's recreation programs:

- Cost recovery for activities directed to adults should be relatively high.
- Cost recovery for activities directed to youth and seniors should be relatively low. Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.
- In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

The City Parks and Recreation Department will work with the Parks and Recreation Commission to review recreation programs and establish specific cost recovery targets for broad program classifications.

Planning Programs

The following cost recovery policies apply to the Current Planning programs:

- Services provided under this category include:
 1. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
 2. Building and safety (building permits, structural plan checks, inspections, rental inspections).
 3. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
- Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%. Exceptions to this standard include Long Range planning services, as this function is clearly intended to serve the broader community.

Comparability With Other Communities

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

- Surveying other comparable communities provides useful information about the market for the fees being assessed.
- If prudently analyzed, they can serve as a benchmark for how cost-effectively the City provides its services.
- However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
 1. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
 2. What costs have been considered in computing the fees?
 3. When was the last time that their fees were comprehensively evaluated?
 4. What level of service do they provide compared with our service or performance standards?
 5. Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

ENTERPRISE FUND FEES AND RATES

Water, Sewer, Electric, Resource Recovery

The City will set fees and rates at levels which fully cover the total direct and indirect costs, including operations, capital outlay, capital improvements, and debt service, of the following enterprise programs: water, sewer, electric, and resource recovery. For major City utilities including water, sewer, and electric, the City will model five years of projected revenues and expenses including capital improvements. These projections will be used to identify and notify the City Council of the timing and level of possible rate changes.

Homewood Golf

Golf program fees should fully cover direct operating costs. Because of the nine-hole nature of the golf course with its focus on youth and seniors, subsidies from other City funds (Local Option Tax, General, Hotel/Motel Tax) to finance capital improvements will be presented to the City Council as part of the financial planning process.

CyRide Transit

Costs for operating the CyRide transit system will be shared based on the agreement among the City of Ames, Iowa State University, and the Iowa State University Government Student Body. The City support of CyRide will be limited to the transit property tax rate.

Ice Arena

The Ames/ISU Ice Arena fees and rates are set to fully cover direct operating costs. Major capital improvement costs will be funded by the City of Ames and Iowa State University.

Storm Sewer Utility

The storm sewer utility rates are intended to fund operating costs of the Storm Sewer Utility. Major capital improvements will be funded by other funding sources including general obligation bonds.

Payment In-Lieu of Taxes

In accordance with long-standing practices, the City will treat the Electric Utility in the same manner as if it were privately owned and operated. In addition to setting rates at levels necessary to fully cover the cost of providing electric service, this means assessing reasonable property tax in-lieu of fees.

- For the Electric Utility, property tax in-lieu fees are established under the same methodology used in assessing property tax for the City of Ames.

Enterprise Fund Debt Service – The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

GRANT FUNDING POLICY

The City will actively seek grant funding to fund both operating and capital expenditures. Prior to acceptance of grant funding, an evaluation of the grant must determine the following:

- The grant purpose is compatible with City program objectives.
- The benefits provided by the grant exceed the cost of administration.
- The grant does not commit the City to long-term tax funded expenditures after the completion of the grant period. The City will evaluate the cost and funding source to determine whether to continue the service when the grant period ends. The decision to continue to fund or drop will be made prior to accepting the grant. Alternatively, the City could choose to continue the service with other funding.

REVENUE DISTRIBUTION

The Council recognizes that generally accepted accounting principles for state and local governments discourage the earmarking of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal

affairs. Approval of the following revenue distribution policies does not prevent the City Council from directing General Fund resources to other functions and programs as necessary.

Road Use Tax Revenue

All Road Use Tax revenues (which are restricted by the State for street-related purposes) will be recorded in the Road Use Tax fund and reports will be provided to the State of Iowa per Code of Iowa requirements. The City will utilize this fund primarily for eligible operations and maintenance activities; the available funds may be utilized for eligible capital improvement funding.

The City maintains several other special revenue funds. The policy for revenue allocation for these funds will be included in the City Fund Policy Document.

INVESTMENTS

Responsibility

Investments and cash management are the responsibility of the City Treasurer or designee.

Investment Objectives

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default.

Accordingly, the following factors will be considered in priority order in determining individual investment placements:

- Safety
- Liquidity
- Yield

A formal investment policy has been adopted by the City Council; this policy requires regular reporting by the City Treasurer that demonstrates compliance with the policy.

FUND BALANCE DESIGNATIONS AND RESERVES

Minimum Fund Balance

The City will establish and maintain fund balances based on evaluation of each individual fund. The minimum balance will be set at a level that is considered the minimum necessary to maintain the City's creditworthiness and to adequately provide for:

- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies for unseen operating or capital needs.
- Cash flow requirements.

Other Designations and Reserves

In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrance; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

Equipment Replacement

For certain assets, the City will establish and maintain equipment replacement funds to provide for the timely replacement of computers, vehicles, and certain capital equipment. The City will maintain a balance in the Equipment Replacement Fund adequate to spread the cost of replacement evenly over the life of the asset.

The annual contribution to this fund will generally be based on the estimated life of the vehicle or equipment and its projected replacement cost. Sales of surplus equipment as well as any related damage and insurance recovered will be credited to the Equipment Replacement Fund. The City Information Technology and Fleet Services policies cover this subject in greater depth.

Future Capital Improvement Project (CIP) Designations

The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interest of the City.

CAPITAL IMPROVEMENT MANAGEMENT

CIP Projects - \$15,000 or More

Construction projects, equipment purchases, and certain studies that cost \$15,000 or more will be included within the operating program budget. CIP projects are also infrequent in nature, there will be operating and maintenance projects that exceed the \$15,000 threshold but will not qualify as CIP projects.

CIP Purpose

The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets.

CIP Review

The City Manager, Assistant City Managers, Finance Department staff, and applicable department personnel will review project proposals, determine project phasing, and review and evaluate the draft CIP budget document.

CIP Appropriation

The City's annual CIP appropriation is based on the projects designated by the City Council through adoption of the five-year capital improvements financial plan. Adoption of the CIP document does not automatically authorize funding for the entire five-year plan. The first year of the plan is included as part of the annual budget process and will be authorized by City Council with the budget authorization.

CIP Budget Carryover

Appropriations for CIP projects lapse at the end of each fiscal year. Projects that are not completed are reviewed and will be submitted to the City Council as part of a budget amendment.

CAPITAL IMPROVEMENT FINANCING AND DEBT MANAGEMENT

Capital Improvement Financing

The City will consider the use of debt financing for capital improvement projects only under the following circumstances:

- When the project's useful life will exceed the term of the financing.
- When project revenues or specific resources, including property taxes, will be sufficient to service the long-term debt.

Debt financing will not be considered appropriate for recurring purposes such as current operating and maintenance expenditures.

The additional cost of public capital improvements required to support specific developments will be financed primarily by the owners of the development and will be specified in development agreements.

Road Use Tax revenue is a major funding source in financing transportation system improvements and operations and maintenance. However, revenues from these fees are subject to fluctuation. Accordingly, the following guidelines will be followed in designing and building projects funded with Road Use Tax revenue:

- The availability of Road Use Tax for funding eligible projects will be analyzed as part of the five-year capital improvement plan.
- If adequate funds are not available, the Council will make one of two determinations:
 1. Defer the project until funds are available.

2. Based on the priority of the project, issue G.O. Bonds, or use other funding sources.

The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements.

Factors Favoring Pay-As-You-Go Financing

- Current revenues and adequate fund balances are available or project phasing can be accomplished.
- Existing debt levels adversely affect the City's credit rating.
- Market conditions are unstable or present difficulties in marketing.

Factors Favoring Long-Term Financing

- Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
- The project securing the financing is of the type that will support an investment grade credit rating.
- Market conditions present favorable interest rates and demand for City financings.
- A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
- The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
- The life of the project or asset to be financed is ten years or longer.
- The cost of the project should be spread to benefitted users over the life of the capital improvement.

Debt Management

An analysis will be prepared as part of the Capital Improvement Plan process which analyzes the impact of outstanding and planned debt issuance on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

The City will seek an investment grade rating on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.

The City will monitor all forms of debt annually coincident with the City's annual budget preparation and review process and report concerns and remedies, if needed, to the City Council. The City will also continually monitor outstanding debt for potential savings through refinancing.

The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

The City will maintain good, ongoing communications with bond rating agencies concerning its financial condition, follow a policy of full disclosure on every financial report and bond prospectus (Official Statement), and strive to maintain the highest bond rating that is financially feasible.

Debt Capacity

General Obligation Debt Capacity – The City will carefully monitor its levels of general obligation debt. Because the City's general obligation debt capacity is limited, it is important that general obligation debt only be used for financing projects where other financing methods cannot reasonably be used.

Abated Debt – If the City debt management analysis shows that adequate debt capacity is available and will remain available, general obligation bonds may be issued for City enterprise fund activities. The

repayment of this debt will be provided by the activity receiving funding. The City's annual budget will provide a report of all abated debt and the source of funding for repayment of the debt.

Debt Capacity Limits – The State of Iowa limits total outstanding local general obligation debt bonds to five percent of total assessed valuation for local government subdivisions. The City of Ames further limits debt capacity by reserving 25% of the State allowed maximum. The budget document is required to demonstrate compliance with this policy.

Conduit Financings

The City will consider requests for conduit financing on a case-by-case basis using the following criteria:

- The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
- There is a clearly articulated public purpose in providing the conduit financing.
- The applicant is capable of achieving this public purpose.
- The applicant is a strong credit risk and will provide credit enhancements.

This means that the review of requests for conduit financing will generally be a two-step process:

- Asking the City Council if they are interested in considering the request, and establishing the ground rules for evaluating it.
- Providing the City Council with the results of this evaluation and recommending approval of appropriate financing documents, if warranted.

This two-step approach ensures that the issues are clear for both the City and applicant, and that key policy questions are answered.

The work scope necessary to address these issues will vary from request to request, and will have to be determined on a case-by-case basis. Additionally, the City should generally be fully reimbursed for the cost of evaluating the request; however, this should also be determined on a case-by-case basis.

EXCELLENCE THROUGH PEOPLE (ETP)

Ensuring that quality programs are provided in an “efficient and fiscally responsible manner” is one of the key concepts embodied in the City’s Mission Statement. To this end, the City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:

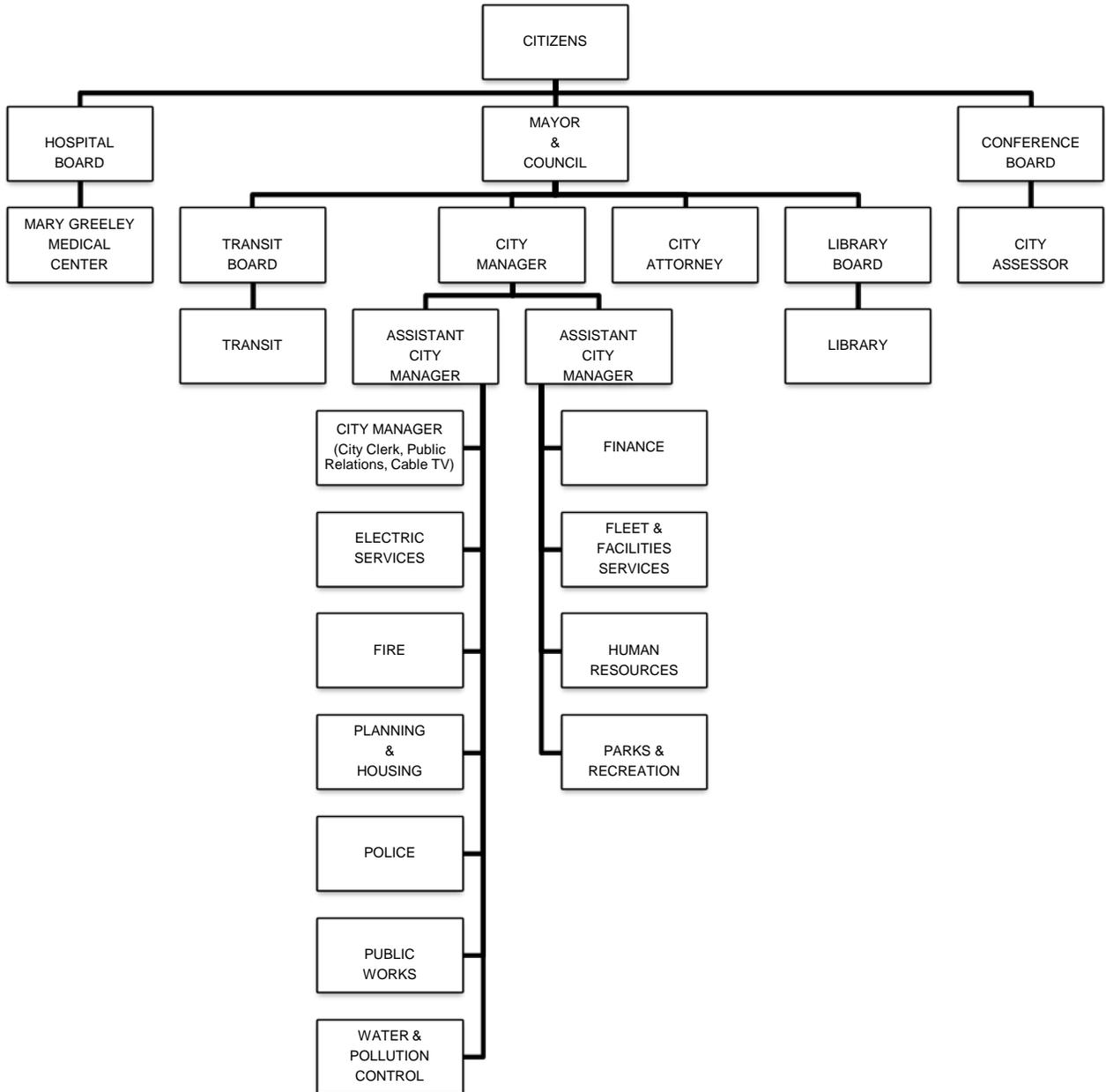
- Analyzing systems and procedures to ensure efficient delivery of services.
- Evaluating the ability of new technologies and related capital investments to improve productivity.
- Developing the skills and abilities of all City employees.
- Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
- Evaluating the ability of the private sector to perform the same level of service at a lower cost.

BUDGET CALENDAR

State statute requires a municipality to certify its budget by March 15. This general schedule is followed each fiscal year in order to ensure that the March 15 deadline is met. A goal during the entire process is to encourage citizen involvement in the annual budget decision making process through public hearings and informational meetings.

SPRING	Resident Satisfaction Survey administered to 1,350 residents asking funding priorities, effectiveness of services, and preferred changes in emphasis/service levels. All results are reviewed with the City Council prior to the start of the budget process.
AUGUST SEPTEMBER	Departments prepare Capital Improvement Project (CIP) information for the 5-year plan and begin preparation of amended 2014/15 and proposed 2015/16 operational budgets. Resident Satisfaction Survey results are presented to the City Council.
OCTOBER	October 7 – Public town budget meeting to receive input from residents for budget service levels and projects. The meeting is televised and the public can call in and e-mail questions.
NOVEMBER DECEMBER	November 25 – City Council budget meeting to review issues, priorities, and preferences in service levels for the 2015/16 budget. Staff drafts 5-year CIP. PROBE meetings (Productive Review of Budget Entries) are conducted with Assistant City Managers, Finance Director, Budget Officer, and City departments. All revenues, operational program costs, and current year CIP adjustments are reviewed.
JANUARY	City Manager holds budget review meetings with departments. The City Manager's recommended draft budget document is prepared. January 20 – CIP workshop with City Council. January 27 – Public hearing for resident input on CIP.
FEBRUARY	January 30, February 3, 4, 5, 10 – City Council reviews entire program budget with department heads in five (5) public meetings held on one afternoon and four evenings.
MARCH	March 3 – Final budget hearing and adoption of amended 2014/15 budget and 2015/16 budget. State statute requires the budget be certified with the County Auditor by March 15.
MAY	Departments review their budgeted revenues and expenses in May in order to make adjustments which will more accurately reflect the City's anticipated revenues and expenses for the fiscal year ending June 30. After City Council review and approval, the amendments are submitted to the County Auditor by the end of May as required by State statute.

CITY OF AMES, IOWA ORGANIZATIONAL CHART



AMES CITY COUNCIL APPOINTEES

Name	Title	Phone Number
Steve Schainker	City Manager	515-239-5101
Judy Parks	City Attorney	515-239-5146

CITY OF AMES, IOWA, DEPARTMENT HEADS

Name	Department	Phone Number
Donald Kom	Electric	515-239-5171
Duane Pitcher	Finance	515-239-5114
Shawn Bayouth	Fire	515-239-5414
Corey Mellies	Fleet Services/Facilities	515-239-5520
Julie Huisman	Human Resources	515-239-5199
Lynne Carey	Library	515-239-5630
Keith Abraham	Parks & Recreation	515-239-5350
Kelly Diekmann	Planning & Housing	515-239-5400
Chuck Cychosz	Police	515-239-5130
John Joiner	Public Works	515-239-5162
Sheri Kyras	Transportation – CyRide	515-239-5563
John Dunn	Water & Pollution Control	515-239-5150

CITY OF AMES, IOWA FY 2015/16 PROPERTY TAX LEVY

Taxable Valuation \$ 2,444,958,642
 % Change From FY 14/15 3.9%

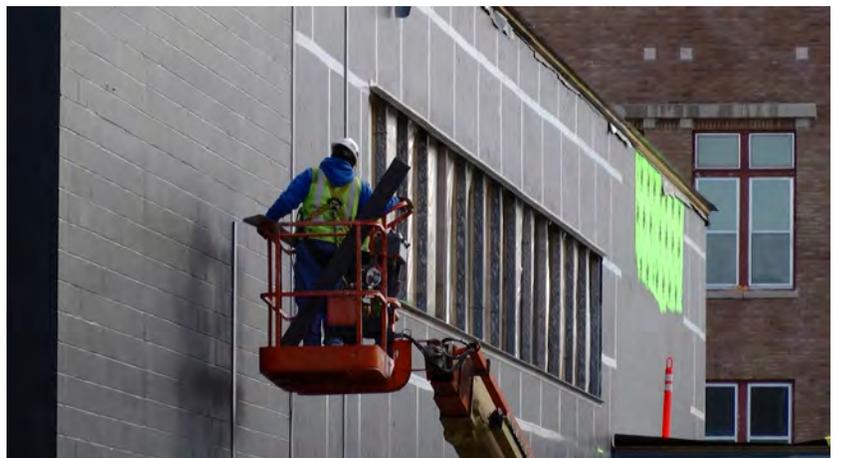
LEVY REQUIRED	LEVY PER \$1,000 VALUATION	DOLLAR AMOUNT	RATE		DOLLAR	
			CHANGE	%	CHANGE	%
Total Requirement	7.80112	19,073,408	0.03255	0.42	791,191	4.33
Less:						
State Replacement Tax	0.23037	563,242				
Local Option Property Tax	1.83674	4,490,763	0.02086	1.15	217,350	5.09
Net General Levy	5.7340	14,019,403	0.09899	1.70	292,291	2.13
Trust and Agency Levy (Partial Police/Fire Benefits)	.71198	1,740,767	0.07133	9.11	102,648	5.57
Transit Levy	.65184	1,593,714	0.00535	0.81	47,108	3.05
Total Before Debt Service	7.09782	17,353,884	0.17567	2.42	236,751	3.05
Debt Service Levy	3.48989	8,539,015	(0.09200)	(2.57)	103,650	1.23
Grand Total Tax Levy	10.58771	25,892,899	(0.26767)	(2.47)	340,401	1.33

Ag Levy – Valuation: \$1,879,319 x 3.00375 = \$5,645

TIF valuation available for Debt Service - \$1,827,450

GRAND TOTALS

LIBRARY EXTERIOR CONSTRUCTION



SUMMARY OF TOTAL REVENUES AND EXPENDITURES ALL FUNDS – REVENUE SUMMARY

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Property Taxes	25,209,338	25,543,129	25,543,129	25,898,951	1.4%
State Replacement Tax	-	524,239	524,239	1,040,030	98.4%
Utility Excise Tax	64,592	69,896	69,896	58,939	-15.7%
Local Option Sales Tax	6,648,615	7,122,355	7,996,943	7,484,605	5.1%
Hotel/Motel Taxes	1,832,470	1,650,000	1,750,000	1,775,000	7.6%
Other Taxes	8,545,677	9,366,490	10,341,078	10,358,574	10.6%
Licenses & Permits	1,921,654	1,381,200	1,626,449	1,486,425	7.6%
Federal Grants	3,391,856	2,467,995	3,635,949	3,413,760	38.3%
State Road Use Tax	5,859,929	5,805,989	5,805,989	5,925,077	2.1%
Monies & Credits	17,819	17,818	17,818	17,818	0.0%
State Grants	11,873,573	36,151,229	36,492,760	39,982,854	10.6%
County Contributions	118,916	119,000	128,530	118,000	-0.8%
Government Participation	4,938,209	5,391,034	5,829,252	6,071,493	12.6%
Intergovernmental Revenue	26,200,302	49,953,065	51,910,298	55,529,002	11.2%
Utility Charges	77,335,491	75,553,309	76,469,004	78,471,942	3.9%
Other Charges for Services	8,546,808	8,927,185	8,821,138	9,021,179	1.1%
Charges for Services	85,882,299	84,480,494	85,290,142	87,493,121	3.6%
Fines, Forfeit, & Penalty	800,552	798,000	814,840	797,000	-0.1%
Interest Revenue	1,245,830	709,882	805,200	735,200	3.6%
Other Uses of Money	995,050	958,898	967,654	948,961	-1.0%
Use of Money & Property	2,240,880	1,668,780	1,772,854	1,684,161	0.9%
Proceeds from Bonds	-	32,840,000	9,840,000	32,767,990	-0.2%
Other Miscellaneous Revenues	1,882,390	1,418,505	1,966,938	2,506,424	76.7%
Miscellaneous Revenues	1,882,390	34,258,505	11,806,938	35,274,414	3.0%
Internal Services	15,763,937	15,245,084	15,638,145	16,526,424	8.4%
Total Before Transfers	168,447,029	222,694,747	204,743,873	235,048,072	5.6%
Transfers	14,576,019	14,962,382	15,705,465	16,745,333	11.9%
Grand Total Revenues	183,023,048	237,657,129	220,449,338	251,793,405	6.0%

ALL FUNDS - EXPENDITURES

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Operations:					
Public Safety:					
Law Enforcement	8,221,769	8,614,405	8,752,273	8,820,192	2.4%
Fire Safety	6,030,496	6,412,166	6,325,726	6,607,573	3.1%
Building Safety	1,197,591	1,385,906	1,345,482	1,459,409	5.3%
Traffic Control	914,846	928,044	977,442	989,151	6.6%
Animal Control	380,665	386,464	406,331	366,233	-5.2%
Other Public Safety	739,827	734,500	746,500	794,500	8.2%
Total Public Safety	17,485,194	18,461,485	18,553,754	19,037,058	3.1%
Utilities:					
Resource Recovery	3,556,391	3,730,439	3,724,588	3,793,759	1.7%
Water Operations	2,808,308	2,971,583	2,916,730	2,962,531	-0.3%
Storm Sewer Maintenance	230,684	207,579	251,155	252,189	21.5%
Water Pollution Control	2,517,843	2,840,560	2,836,003	2,919,830	2.8%
Electric Services	48,023,791	49,880,481	49,827,393	51,383,447	3.0%
Utility Support Services	4,261,018	4,268,403	4,431,998	4,569,869	7.1%
Total Utilities	61,398,035	63,899,045	63,987,867	65,881,625	3.1%
Transportation:					
Street System	3,448,508	3,646,002	3,814,596	3,941,210	8.1%
Public Parking	790,560	838,985	848,129	851,900	1.5%
Transit System	8,869,683	9,440,489	9,770,653	10,230,327	8.4%
Airport	145,399	123,068	132,710	138,136	12.2%
Total Transportation	13,254,150	14,048,544	14,566,088	15,161,573	7.9%
Community Enrichment:					
Parks and Recreation	3,771,085	3,991,646	4,094,529	4,120,761	3.2%
Library Services	3,493,706	3,891,464	3,952,621	4,039,191	3.8%
Human Services	1,060,788	1,155,850	1,159,563	1,233,357	6.7%
Art Services	161,104	181,401	206,948	185,733	2.4%
Cemetery	126,703	148,693	161,317	168,195	13.1%
City-Wide Housing	32,477	42,898	46,827	48,754	13.7%
Comm Dev Block Grant	653,164	523,489	1,191,895	487,470	-6.9%
Economic Development	235,619	231,291	221,573	223,314	-3.5%
FEMA Disaster Activity	10,364	-	-	-	
Cable TV	124,595	124,991	142,250	139,415	11.5%
Total Comm Enrichment	9,669,605	10,291,723	11,177,523	10,646,190	3.4%

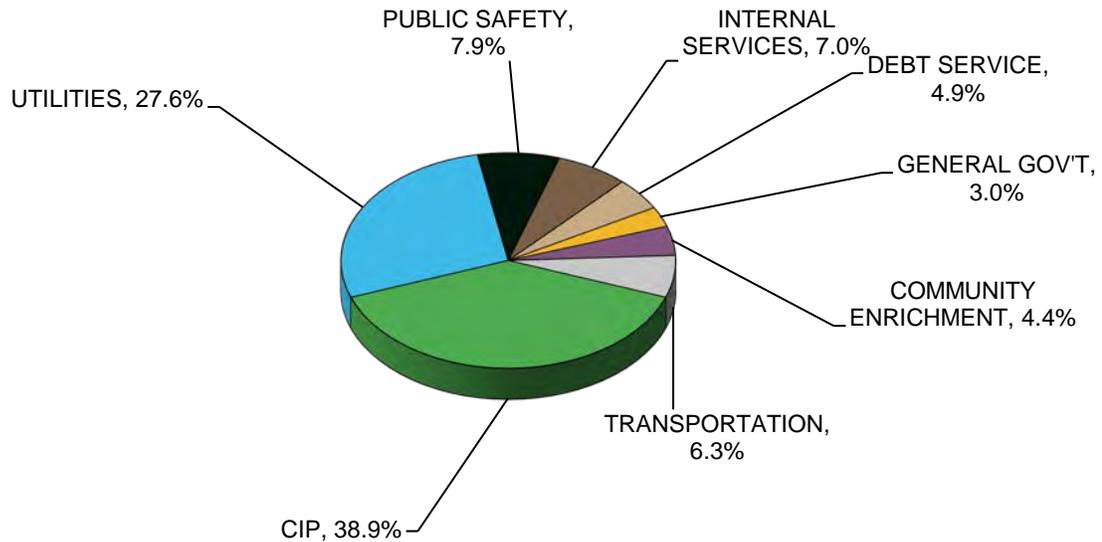
ALL FUNDS – EXPENDITURES, continued

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
General Government:					
City Council	301,209	342,770	371,316	315,232	-8.0%
City Clerk	367,865	341,187	349,173	357,296	4.7%
City Manager	693,022	692,031	711,542	734,993	6.2%
Financial Services	1,647,606	1,719,344	1,748,205	1,774,736	3.2%
Administrative Services	1,833,060	1,992,693	2,635,814	2,073,191	4.0%
Public Works	1,050,030	1,204,946	1,208,085	1,267,150	5.2%
Facilities	511,608	535,809	572,494	541,549	1.1%
Merit Adjustment	-	174,111	-	174,971	0.5%
Total General Government	6,404,400	7,002,891	7,596,629	7,239,118	3.4%
Total Operations	108,211,384	113,703,688	115,881,861	117,965,564	3.8%
CIP:					
Public Safety CIP	1,213,245	717,175	4,050,741	2,243,175	212.8%
Utilities CIP	18,096,770	63,594,850	68,060,521	69,061,900	8.6%
Transportation CIP	12,513,019	15,220,170	26,706,578	20,543,718	35.0%
Community Enrichment CIP	12,055,872	1,276,500	7,200,074	1,239,000	-2.9%
General Government CIP	745,848	50,000	2,658,301	50,000	0.0%
Internal Services CIP	11,667	122,500	134,241	111,000	-9.4%
Total CIP	44,636,421	80,981,195	108,810,456	93,248,793	15.2%
Debt Service:					
General Obligation Bonds	10,082,600	9,800,973	9,743,158	10,671,238	8.9%
SRF Loan Payments	148,300	-	301,716	1,122,492	
Bond Costs	2,000	-	53,000	-	
Total Debt Service	10,232,900	9,800,973	10,097,874	11,793,730	20.3%
Internal Services:					
Fleet Services	3,593,491	4,071,485	4,689,221	4,119,760	1.2%
Information Technology	2,154,660	2,201,223	2,659,489	2,237,158	1.6%
Risk Management	2,116,398	2,349,903	2,301,047	2,361,272	0.5%
Health Insurance	7,380,865	7,613,656	7,652,072	8,165,749	7.3%
Total Internal Services	15,245,414	16,236,267	17,301,829	16,883,939	4.0%
Total Expenditures Before Transfers	178,326,119	220,722,123	252,092,020	239,892,026	8.7%

ALL FUNDS – EXPENDITURES, continued

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Transfers:					
Transfers	14,576,019	14,962,382	15,705,465	16,745,333	11.9%
Hotel/Motel Pass Through	1,308,384	1,178,571	1,250,000	1,267,857	7.6%
Total Transfers	15,884,403	16,140,953	16,955,465	18,013,190	11.6%
Grand Total Expenditures	194,210,522	236,863,076	269,047,485	257,905,216	8.9%

WHERE THE MONEY IS SPENT... 2015/16 MANAGER RECOMMENDED

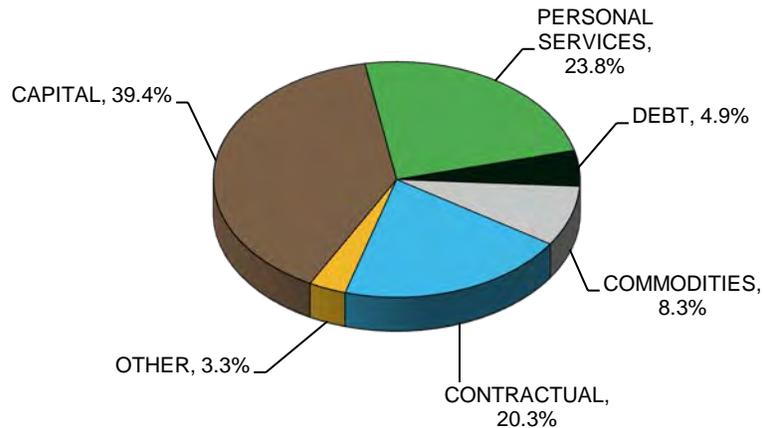


Excluding Transfers

ALL FUNDS – EXPENDITURES BY CATEGORY

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Personal Services	51,784,508	54,627,441	54,342,129	56,957,283	4.3%
Contractual	49,315,824	42,985,607	45,166,915	48,771,383	13.5%
Commodities	21,526,851	24,393,680	23,603,869	19,820,031	-18.8%
Capital	38,514,059	81,949,246	111,544,992	94,611,859	15.5%
Debt	10,232,900	9,800,973	10,097,874	11,793,730	20.3%
Other (Refunds, Insurance Claims, etc)	6,951,977	6,965,176	7,336,241	7,937,740	14.0%
Total Expenditures Before Transfers	178,326,119	220,722,123	252,092,020	239,892,026	8.7%
Transfers	15,884,403	16,140,953	16,955,465	18,013,190	11.6%
Total Expenditures	194,210,522	236,863,076	269,047,485	257,905,216	8.9%

BREAKDOWN BY MAJOR EXPENSE CATEGORY 2015/16 MANAGER RECOMMENDED

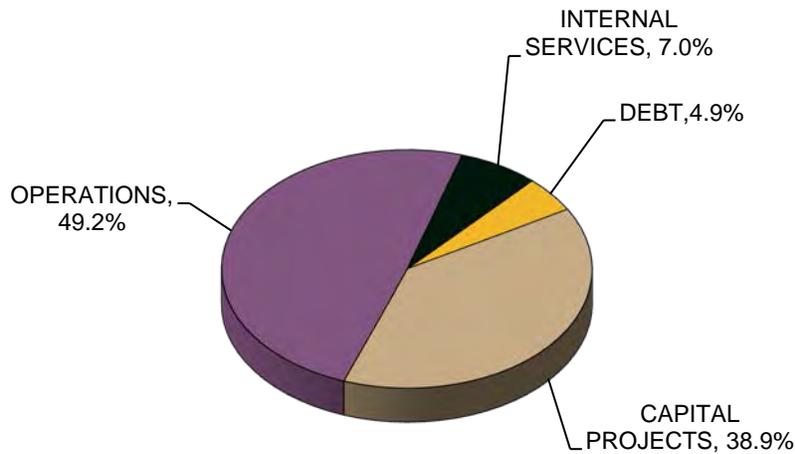


Excluding Transfers

ALL FUNDS – EXPENDITURES BY TYPE

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Operations	108,211,384	113,703,688	115,881,861	117,965,564	3.8%
CIP	44,636,421	80,981,195	108,810,456	93,248,793	15.2%
Debt	10,232,900	9,800,973	10,097,874	11,793,730	20.3%
Internal Services	15,245,414	16,236,267	17,301,829	16,883,939	4.0%
Total Expenditures Before Transfers	178,326,119	220,722,123	252,092,020	239,892,026	8.7%
Transfers	15,884,403	16,140,953	16,955,465	18,013,190	11.6%
Total Expenditures	194,210,522	236,863,076	269,047,485	257,905,216	8.9%

EXPENDITURES BY TYPE 2015/16 MANAGER RECOMMENDED



Excluding Transfers

SUMMARY OF PROGRAM EXPENDITURES

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
PUBLIC SAFETY:					
Operations	17,485,194	18,461,485	18,553,754	19,037,058	3.1%
CIP	1,213,245	717,175	4,050,741	2,243,175	212.8%
Total Public Safety	18,698,439	19,178,660	22,604,495	21,280,233	11.0%
UTILITIES:					
Operations	61,398,035	63,899,045	63,987,867	65,881,625	3.1%
CIP	18,096,770	63,594,850	68,060,521	69,061,900	8.6%
Total Utilities	79,494,805	127,493,895	132,048,388	134,943,525	5.8%
TRANSPORTATION:					
Operations	13,254,150	14,048,544	14,566,088	15,161,573	7.9%
CIP	12,513,019	15,220,170	26,706,578	20,543,718	35.0%
Total Transportation	25,767,169	29,268,714	41,272,666	35,705,291	22.0%
COMMUNITY ENRICHMENT:					
Operations	9,669,605	10,291,723	11,177,523	10,646,190	3.4%
CIP	12,055,872	1,276,500	7,200,074	1,239,000	-2.9%
Total Comm Enrichment	21,725,477	11,568,223	18,377,597	11,885,190	2.7%
GENERAL GOVERNMENT:					
Operations	6,404,400	7,002,891	7,596,629	7,239,118	3.4%
CIP	745,848	50,000	2,658,301	50,000	0.0%
Total General Government	7,150,248	7,052,891	10,254,930	7,289,118	3.4%
DEBT SERVICE:	10,232,900	9,800,973	10,097,874	11,793,730	20.3%
INTERNAL SERVICES:					
Operations	15,245,414	16,236,267	17,301,829	16,883,939	4.0%
CIP	11,667	122,500	134,241	111,000	
Total Internal Services	15,257,081	16,358,767	17,436,070	16,994,939	3.9%
Total Expenditures Before Transfers	178,326,119	220,722,123	252,092,020	239,892,026	8.7%
Transfers	15,884,403	16,140,953	16,955,465	18,013,190	11.6%
GRAND TOTAL EXPENDITURES	194,210,522	236,863,076	269,047,485	257,905,216	8.9%

CITY OF AMES, IOWA
AUTHORIZED EMPLOYMENT LEVELS (F.T.E.)
(Full-Time Equivalents)

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec
City Manager	10.00	10.00	10.00	10.00
Legal Services	6.00	6.00	6.00	6.00
Human Resources	7.25	7.25	7.25	7.25
Planning & Housing	8.00	8.00	6.00	6.00
Administrative Services	0.00	0.00	6.50	6.50
Finance	40.75	40.75	40.75	40.75
Fleet Services/Facilities	9.50	9.50	9.50	9.50
Transit	75.95	81.55	81.55	83.05
Fire/Inspections	68.50	68.50	65.00	65.00
Police/Animal Ctrl/Parking Enforcement	77.65	77.65	77.65	77.65
Library	31.50	31.50	35.25	35.25
Parks & Recreation	19.50	19.50	19.50	19.50
Waste & Pollution Control	41.25	41.25	40.05	40.05
Electric	81.00	81.00	81.00	81.00
Public Works:				
Administration	3.00	3.00	1.50	1.50
Traffic/Engineering	7.00	7.00	7.00	7.00
Streets	19.00	19.00	19.00	19.00
Engineering	13.00	13.00	13.00	14.75
Utility Maintenance	11.00	11.00	11.00	11.00
Resource Recovery	15.00	15.00	15.00	15.00
Grounds	5.00	5.00	5.00	5.00
Parking	2.00	2.00	2.00	2.00
Public Works Total	75.00	75.00	73.50	75.25
TOTAL	551.85	557.45	559.50	562.75

CHANGES IN EMPLOYMENT LEVELS (FTE) **(Full-Time Equivalent)**

The staffing level changes for the City of Ames that are included in the 2014/15 Adjusted Budget and 2015/16 Manager Recommended Budget are as follows:

2014/15 Adjusted – 559.50 (2.05 increase)

- 0.50 FTE Support staff from Planning and Housing (2.00 FTEs), Fire and Building Safety (3.50 FTEs), and Public Works Administration (1.5 FTEs) were combined into a new Administrative Services Division, which supports all three activities. This support staff restructuring resulted in a .50 FTE decrease.

- +3.75 FTE The Library eliminated its Assistant Director position and used the salary savings, along with reducing its temporary salary budget, to create several part time positions including a Client Support Technician (.75 FTE), Library Clerks (3.0 FTEs), and Library Assistants (1.0 FTE). This restructuring created a net increase of 3.75 FTEs.

- 1.20 FTE The Water and Pollution Control Department initiated a student operator program in 2014/15. The new program has allowed the reduction of a 1.0 Operator FTE. A Lab Aide position was also decreased from a .5 FTE to a .3 FTE.

2015/16 Manager Recommended – 562.75 (3.25 increase)

- + 1.50 FTE Transit drivers have been increased by 1.5 FTEs due to increased service levels that are required to meet the anticipated ridership increase.

- +1.75 FTE To assist with the increased workload due to capital improvement projects and stormwater permit activities, two new positions have been added to Public Works Engineering:
 - Design Technician 1.00 FTE
 - Stormwater Specialist .75 FTE



PUBLIC SAFETY

LIBRARY INTERIOR RENOVATION



PUBLIC SAFETY

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PUBLIC SAFETY

Program Description:

One of the primary functions of the Ames City government is to safeguard and protect the lives, health, and property of its citizens. Such protection extends across the following major areas in Law Enforcement: crime prevention activities, Safe Neighborhoods Team, patrol and emergency response, traffic enforcement, juvenile services, and specialized criminal investigations. Fire Safety includes the Fire Department's administrative support and programs for the prevention of fires and related hazards, the education of citizens in preventing and reacting to such emergencies, and the actual suppression of those fires and responses to those emergencies which do occur. Building Safety entails the enforcement of structural, rental housing, electrical, plumbing, and mechanical codes which have been adopted for citizens' safety. Traffic Control has the responsibility for the construction, maintenance, and replacement of controls for the Transportation System. Animal Control operates the City's animal shelter, which provides impoundment and shelter for domestic animals found within the City, as well as urban wildlife. Other Community Protection includes expenditures for electricity for street light and civil defense activities. Finally, Capital Improvements which affect the Community Protection Program are also presented. Taken as a whole, the Community Protection Program represents the City of Ames' commitment to provide a safe and secure community for those who live and visit here.

	2013/14	2014/15	2014/15	2015/16	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Law Enforcement	8,221,769	8,614,405	8,752,273	8,820,192	2.4%
Fire Safety	6,030,496	6,412,166	6,325,726	6,607,573	3.1%
Building Safety	1,197,591	1,385,906	1,345,482	1,459,409	5.3%
Traffic Control	914,846	928,044	977,442	989,151	6.6%
Animal Control	380,665	386,464	406,331	366,233	-5.2%
Other Public Safety	739,827	734,500	746,500	794,500	8.2%
Total Operations	17,485,194	18,461,485	18,553,754	19,037,058	3.1%
Public Safety CIP	1,213,245	717,175	4,050,741	2,243,175	212.8%
Total Expenditures	18,698,439	19,178,660	22,604,495	21,280,233	11.0%
Personnel - Authorized FTE	152.17	152.17	147.75	147.75	

PUBLIC SAFETY

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	14,542,547	15,376,868	15,070,841	15,545,575	1.1%
Contractual	2,444,834	2,597,976	2,897,919	3,017,654	16.2%
Commodities	384,626	375,801	424,954	414,088	10.2%
Capital	112,313	110,840	160,040	59,741	-46.1%
Other	874	-	-	-	
Total Operations	17,485,194	18,461,485	18,553,754	19,037,058	3.1%
Public Safety CIP	1,213,245	717,175	4,050,741	2,243,175	212.8%
Total Expenditures	18,698,439	19,178,660	22,604,495	21,280,233	11.0%
Funding Sources:					
Charges for Services	3,518,489	3,117,843	3,132,358	3,260,133	4.6%
MPO Reimbursement	51,004	66,614	63,716	63,674	-4.4%
Donations and Grants	105,215	37,690	121,865	9,850	-73.9%
General Fund	12,971,390	14,378,908	14,334,089	14,798,424	2.9%
Road Use Tax	839,096	860,430	896,726	904,977	5.2%
Operations Funding	17,485,194	18,461,485	18,548,754	19,037,058	3.1%
Public Safety CIP Funding:					
GO Bond Funds	23,534	-	29,816	450,000	
Local Option Sales Tax	60,601	215,175	1,295,198	260,175	20.9%
Road Use Tax	432,060	432,000	1,205,665	658,000	52.3%
Street Construction Fund	697,009	70,000	1,497,508	875,000	1150.0%
Suncrest Developer Fund	-	-	5,500	-	
Fire Donations	41	-	-	-	
Bike Licenses	-	-	17,054	-	
CIP Funding	1,213,245	717,175	4,050,741	2,243,175	212.8%
Total Funding Sources	18,698,439	19,178,660	22,599,495	21,280,233	11.0%

LAW ENFORCEMENT

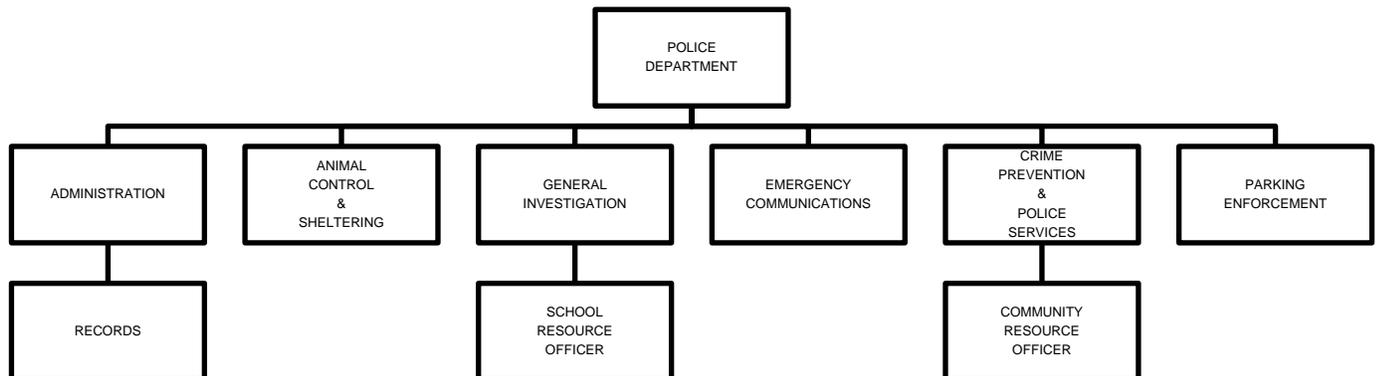
Activity Description:

Law Enforcement Activities comprise five areas: Administration and Records includes departmental supervision, finance, and records systems. Crime Prevention and Police Services includes uniformed patrol, emergency response, Safe Neighborhoods Team, traffic enforcement, and school crossing safety. General Investigations is responsible for investigating crimes against persons and property, vice, narcotics, fraud, and the School Resource Officer and Juvenile Investigator. Emergency Communications is responsible for all emergency telephone communications, radio contact with emergency responders, implementation of the emergency medical dispatch program, and the initial documentation associated with fire, law enforcement, and emergency services. Police Forfeiture activities are the result of forfeited property and seized assets directly related to criminal activities as well as grants to the Police Department. (Animal Control reports to the Police Department, but is described in a separate Public Safety activity.)

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Requested	% Change From Adopted
Administration/Records	808,190	838,171	827,007	849,729	1.4%
Crime Prevention/Police Svcs	5,234,159	5,514,585	5,629,557	5,663,908	2.7%
General Investigation	1,013,671	1,119,327	1,088,279	1,123,547	0.4%
Emergency Communications	1,079,986	1,142,322	1,140,180	1,183,008	3.6%
Police Forfeiture/Grants	85,763	-	67,250	-	
Police Operations	8,221,769	8,614,405	8,752,273	8,820,192	2.4%
Personnel - Authorized FTE	72.25	72.25	72.25	72.25	

LAW ENFORCEMENT

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Requested	From
					Adopted
Expenditures:					
Personal Services	7,095,630	7,450,381	7,497,027	7,611,326	2.2%
Contractual	894,329	976,673	1,030,267	1,016,967	4.1%
Commodities	158,748	158,051	189,479	164,113	3.8%
Capital	72,188	29,300	35,500	27,786	-5.2%
Other	874	-	-	-	
Total Expenditures	8,221,769	8,614,405	8,752,273	8,820,192	2.4%
Funding Sources:					
Police Revenues:					
Ames Community Schools	40,990	41,912	41,912	42,855	2.3%
Police Services	22,366	26,945	26,945	26,945	0.0%
False Alarm Charges	2,400	2,000	2,000	2,000	0.0%
Municipal Fines/Fees	124,437	150,000	150,000	140,000	-6.7%
Labor Reimbursement	80,859	94,000	94,000	94,000	0.0%
Tobacco Labor	2,100	2,250	2,250	2,250	0.0%
Reimbursement					
Police Forfeiture	12,974	-	5,000	-	
Police Grants	72,789	-	62,250	-	
Donations	30	-	-	-	
Miscellaneous	11,580	9,099	9,099	12,117	33.2%
Revenue Subtotal	370,525	326,206	393,456	320,167	-1.9%
General Fund Support	7,851,244	8,288,990	8,358,817	8,500,025	2.6%
Total Funding Sources	8,221,769	8,614,405	8,752,273	8,820,192	2.4%



POLICE ADMINISTRATION AND RECORDS

Police Administration includes finance, scheduling, general supervision, and planning. The division provides leadership and direction for the department as a whole through strategic planning, crime analysis, prioritization and strategic budgeting. The Division serves as the supervisory and administrative backbone of the department. The division also coordinates departmental improvement through policy development and review, leadership and supervisory development, employee professional development and education, and community relations activities.

The Records Division is responsible for developing and maintaining records of criminal and civil activities including investigative reports, recordings, accident reports, and crime statistics. In addition to meeting the needs of internal staff, these records are used by the public, insurance companies, the court system, and other law enforcement agencies.

Service Objectives:

- ✓ Provide a professional, community-focused, efficient and effective police force
- ✓ Assist the public in understanding police services and decision-making
- ✓ Provide timely, accurate reports and public information
- ✓ Enhance communications with the citizens
- ✓ **Implement creative and bold ideas to address crime in support of City Council's goal to strengthen and protect neighborhoods**
- ✓ Build trust within the community

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	687,526	705,003	695,255	718,516	1.9%
Contractual	103,272	120,323	118,957	123,618	2.7%
Commodities	8,200	6,845	6,795	7,595	11.0%
Capital	9,192	6,000	6,000	-	
Total Expenditures	808,190	838,171	827,007	849,729	1.4%
Funding Sources:					
General Fund	808,190	838,171	827,007	849,729	1.4%
Total Funding Sources	808,190	838,171	827,007	849,729	1.4%
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	

POLICE ADMINISTRATION AND RECORDS

Highlights:

In November of 2013, Phase 1 of a **facility remodel** project was completed. Phase 1 provided improvements to the Emergency Operations Center, booking and prisoner security, evidence storage, energy efficiency, and customer access and security. The improvements have provided a more effective and efficient work environment. To complete the facility remodel, work began on Phase 2 of the project in early 2014. Phase 2 will impact the Police Department by renovating investigators' and administrative offices, improving the crime lab and locker rooms and developing a new armory. All police functions will be consolidated on the first floor, making the most efficient use of available space. A key part of the remodel will reallocate space adjacent to the public lobby to improve access to detectives and administration, enhancing the customer service experience.

Improvements in **technology** have been a priority for the Police Department. Technology improvements have allowed department personnel to be more effective and efficient in meeting the demand for services. Over the last few years the department has implemented an in-car video system that both records good quality audio and video and also manages that information for distribution to the public, attorneys and others. The same system manages booking and interview room video. The public expectation that there will be video of incidents and the volume of video data to be managed continues to grow. The Emergency Communications Center has been transformed into a high tech center with improved information management software, radio equipment and a next generation capable telephone system. Mobile computing has allowed officers to access and use information in the field in an effective way. Technology innovation will continue to be a priority as the department evaluates officer-worn cameras, cameras in public places like Campustown, updated radio communications, and text to 911.

Proactively addressing community issues continues to be a priority. The Safe Neighborhoods Team, the Community Resource Officer, the Mental Health Advocate, area officers and all other department personnel work to establish good community relationships. They network in a problem-solving mode providing direct assistance to citizens. Programs that make the community safer, like Crime Prevention Through Environmental Design (CPTED), carrying AEDs in patrol cars, and Safe Car Seats, will continue.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Attorney requests for information	2,214	2,232	2,112	2,200
Accident reports processed	655	660	680	670
Verification of loss reports processed	77	72	61	70
Record checks processed	1,209	1,060	1,180	1,200
Total # of incidents handled	16,029*	6,671	6,132	6,400
Public records requests	171	188	200	200
Efficiency and Effectiveness:				
% of citizens somewhat or very satisfied with Police services	90%	86%	88%	88%

*Change in software from HTE to OSSI June 2013. Under HTE, all incidents were reported to Records. Under OSSI, only incidents that generate a report will be reported to Records.

CRIME PREVENTION AND POLICE SERVICES

This activity is the core of the Law Enforcement Program. The Patrol Division is the largest area of operations within the department. The department has a total authorized strength of 53 sworn officers and 42 of those officers are assigned to the Patrol Division. Officers respond to calls for both routine and emergency services, assist neighborhood residents and provide preventive patrol. The initial response and preliminary investigation of all incidents related to law enforcement, motor vehicle accident investigation, school crossing safety, preventive patrol, and home and business security are sub-activities of the Crime Prevention and Police Services activity. A regular contingent of up to ten patrol cars serves the four patrol areas. This unit also includes a Mental Health Advocate, and the Safe Neighborhoods Team that emphasizes community policing and relationship building in high call volume areas.

Service Objectives:

- ✓ Provide public education and crime prevention service
- ✓ Expand data-driven decision making, deployment, and problem-solving
- ✓ Enhance community involvement in day-to-day policing
- ✓ Provide a highly competent on-street presence
- ✓ Provide rapid response to developing emergencies within the City
- ✓ Ensure a supervisor is always on duty
- ✓ Strengthen partnerships within the community, particularly in high call volume areas
- ✓ Enhance trust with the community by building relationships and communicating effectively

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	4,536,475	4,752,931	4,815,426	4,865,095	2.4%
Contractual	565,104	616,823	663,749	654,503	6.1%
Commodities	100,401	121,531	127,082	124,255	2.2%
Capital	32,179	23,300	23,300	20,055	-13.9%
Other	-	-	-	-	
Total Expenditures	5,234,159	5,514,585	5,629,557	5,663,908	2.7%
Funding Sources:					
General Fund	5,234,159	5,514,585	5,629,557	5,663,908	2.7%
Total Funding Sources	5,234,159	5,514,585	5,629,557	5,663,908	2.7%
Personnel - Authorized FTE	43.25	43.25	43.25	43.25	

CRIME PREVENTION AND POLICE SERVICES

Highlights:

Crime Prevention and Police Services (Patrol) is the **largest program** within the Ames Police Department. Of the department's 53 sworn officers, 42 are assigned to Patrol. For the majority of FY 2014/15, the program operated below its authorized sworn officer strength due to military duty leave and long-term officer injuries. Officer overtime and mandatory call-back duty were used extensively during the 2014/15 budget year to adequately staff the three patrol shifts.

The first phase of the **facility remodel** was completed in FY 2013/14. The Emergency Operations Center (EOC) became fully operational during this time. The EOC is used by the Police Department for daily shift briefings and training sessions while still being available for any citywide emergency.

The **Safe Neighborhoods Team (SNT)** includes four patrol officers and a supervising sergeant. It also includes the Community Resource Officer, who has been assigned to the team to enhance coordination with SNT. They share the complementary roles of relationship building and community problem solving. SNT renewed the relationship with the SNT mentors who are helping the team, particularly the officers new to the team, expand connections to the local community. The SNT has continued with some of the duties of the decommissioned Party Response Team such as monitoring liquor license establishments and responding to loud parties; however, its scope is much wider. Team members have worked with apartment managers and owners to reduce repeat calls and solve quality of life problems. The team also has direct interaction with a wide array of neighborhood organizations and student groups. In addition to solving some of the problems affecting these areas, the communication has assisted in neighborhood information sharing and several arrests. The team has fostered stronger working relationships with neighborhoods and students, and furthered the Council's goal of proactively addressing community issues.

Problem solving and **building relationships** are core goals of the department. A significant amount of Patrol time is invested in quality of life problems such as noise complaints, vandalism, garbage, and illegal parking. Patrol members collaborate with other City departments and community stakeholders to address these issues in a timely and effective manner. The department is also using strategies such as hot spots policing to address property crimes such as thefts and burglaries. Crime data is placed on a map and officers are directed to specific locations based on times of the day or week. This allows officers to recognize patterns of crime and to intervene earlier to reduce crime and increase public safety.

As in years past, **alcohol continues to be a significant factor in the crimes that occur** within our community. Officers are very proactive in their efforts to limit underage and excessive drinking within our community. A number of strategies are directed towards this problem. Some of these include:

- Routine and random bar patrols in an effort to identify underage bar patrons and fake IDs.
- Special compliance checks of retail alcohol vendors. This effort utilizes the services of an underage, cooperating individual to see if a bar or retail alcohol vendor will sell or serve alcohol illegally.
- Undercover investigations directed at identifying individuals of legal age who buy alcohol for those under the legal age.
- Training for employees of retail liquor licensed vendors. This training provides information regarding both state and local laws governing alcohol sales and teaches ways of identifying fake IDs.

CRIME PREVENTION AND POLICE SERVICES

Highlights, continued:

- Large and loud neighborhood parties are identified and checked by officers for underage and excessive alcohol consumption, along with other quality of life issues such as littering, public urination, vandalism, noise violations, and illegal parking.
- Development of a close working relationship with the ISU Dean of Students to identify those students engaged in illegal activities and risky behaviors.
- Alcohol safety presentations to student groups in conjunction with ISU Prevention Services.

There is a continued increase in the number of **mental health related calls**. A significant amount of patrol officer time is committed to helping people obtain psychiatric attention and other needed support services. In order to deliver the best service to mental health consumers and their families, police officers will be required to attend additional state mandated mental health training in January 2015.

Patrol officers continue to be responsive to citizen concerns related to **traffic violations** occurring in neighborhoods throughout the community. Mapping software is utilized to identify high accident areas and target enforcement to these areas. Work with the Traffic Engineer continues on engineering changes that make our streets safer for motorists. A number of initiatives were directed toward these areas in order to create a safer environment. Some of these include:

- Enhanced police patrols along with increased radar/speed enforcement efforts.
- Deployment of the radar speed trailer as a visual reminder to motorists.
- Joint traffic enforcement operations with other area law enforcement agencies by utilizing a traffic safety grant. By working with other agencies, we are able to have a greater presence within an area to enhance public awareness of enforcement actions.
- Targeting special areas within the community for enhanced enforcement activities such as the new Edwards Elementary School and other elementary schools. These actions have provided a safer environment for our children.
- The department has also been involved in pedestrian, skateboard, and bike safety initiatives, which target areas with high pedestrian traffic in an effort to provide safer street crossing for pedestrians and bicyclists. Many of our initiatives have focused on the Campustown area and Duff Avenue.
- Partnering with the school district's bus service to work on the problem of motorists who do not stop for school bus stop arms.
- Membership in the Story County Multi-Disciplinary Safety Team. This team is comprised of local law enforcement; state, county, and city engineers; federal transportation officials; and other parties interested in reducing motor vehicle accidents. The team is currently working on issues associated with the Highway 30 corridor.

The Patrol program continues to promote the "**Certified Crime Free Housing Program**" along with conducting "Crime Prevention through Environmental Design" (CPTED) evaluations. These programs have helped to develop a strong rapport between our department and the many rental housing owners and managers throughout the community. They have also helped to provide a safer environment for those living within these rental units. This voluntary program is in support of the Council's previous goal to strengthen and protect neighborhoods. CPTED evaluations are also being completed as part of the Mary Greeley Medical Center renovation project.

CRIME PREVENTION AND POLICE SERVICES

Highlights, continued:

The officers are continually working to build positive relationships with the citizens of our community through such programs as:

- Shop With A Cop
- Angel Tree Program
- Child Car Seat Inspections
- Bicycle Safety Inspections
- Tours of the Police Department
- Citizen Police Academy
- Safe Neighborhoods Team Outreach
- National Night Out
- Carving with Cops
- Coffee with Cops
- “Tweet-Alongs”- virtual ride-alongs via social media

The Ames Police Department continues to partner with other City departments in the City’s “Go Green” initiatives. Bicycle Team and Segways are used extensively throughout the warmer months of the year. These “Go Green” modes of transportation are used at the many special events hosted in Ames such as ISU football games, neighborhood block parties, welcome/goodbye student events, the Midnight Madness Road Race, and many other special events. The Community Safety Officers also utilize the Segways for parking enforcement duties.

The process of transitioning from full-size Ford Crown Victoria squad cars to Ford Interceptor squad cars continues. The Interceptors provide enhanced safety features, all-wheel drive, and increased fuel efficiency. The Interceptors have proven to be a very reliable vehicle; however, due to its smaller size, the Interceptors limit the ability to store equipment and fit larger officers. The department will also try out one crossover Ford Utility Vehicle to provide solutions to some of the issues with equipment storage and interior room, and at the same time maintain fuel efficiency.

In recent years, the department has been authorized by Council to replace a retiring Police Officer prior to the actual retirement date. This authorization has allowed the 27 weeks of new officer training to be accomplished prior to the retirement and, as a consequence, enables adequate shift coverage for patrol calls. If funds are not used for this purpose in the current year, they are carried over to the next year.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Number of assaults investigated	301	282	257	
Number of thefts investigated	1,007	1,045	773	
OWI arrests	205	192	181	
Liquor violations	256	191	149	
Noise complaints investigated	1,532	1,277	1,299	
Public intoxication investigations	514	372	373	
Efficiency and Effectiveness:				
Community Resource Officer contacts	4,449	4,376	4,400	4,400
Crime prevention presentations	48	47	48	48
Number of participants	2,241	3,651	2,500	2,500
Incidents per sworn position	541	527	530	530

GENERAL INVESTIGATION

This activity has the responsibility to develop and implement the most current investigative techniques in an effort to increase the detention, apprehension, and successful prosecution of persons engaged in criminal activity. This area also includes the School Resource Officer, Juvenile Investigations, Mental Health Advocate, and Fraud.

The objective of this activity is to investigate and resolve complex criminal activity.

Service Objectives:

- ✓ Build working partnerships with citizens and businesses
- ✓ Maintain effective investigations by partnering with other agencies
- ✓ Contribute to a regional drug investigations unit
- ✓ Collaborate with the Ames Community Schools
- ✓ Establish proactive crime prevention programs
- ✓ Collaborate with other youth service agencies
- ✓ Participate in the Sexual Assault Response Team (SART)
- ✓ Identify and apprehend repeat offenders and investigate major crimes

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	906,790	989,898	955,428	996,182	0.6%
Contractual	92,544	111,079	108,301	110,715	-0.3%
Commodities	14,337	18,350	18,350	16,650	-9.3%
Capital	-	-	6,200	-	
Total Expenditures	1,013,671	1,119,327	1,088,279	1,123,547	0.4%
Funding Sources:					
General Fund	972,681	1,077,415	1,046,367	995,527	-7.6%
Ames Community Schools	40,990	41,912	41,912	42,855	2.3%
Total Funding Sources	1,013,671	1,119,327	1,088,279	1,038,382	-7.2%
Personnel - Authorized FTE	9.00	9.00	9.00	9.00	

GENERAL INVESTIGATION

Highlights:

The General Investigations program is staffed by six Investigators, one Sergeant, two part-time Evidence Technicians, one part-time Mental Health Advocate, one School Resource Officer, and one Commander. Due to a promotion and staff shortages, the program has operated for about half of the year with one less Investigator.

The officers assigned to Investigations work in a team-oriented environment, which has resulted in numerous **successful case investigations**. Examples include:

- Investigators, members of the Safe Neighborhoods Team, and federal partners conducted an investigation in prostitution and human trafficking in the Ames area. Officers made a number of arrests for prostitution. We did not find any evidence of human trafficking, but we do continue to work with other agencies and federal partners in an active role to investigate the cases.
- The entire unit assisted with the investigation of the Welch Ave. disturbance in April. Investigators put in many hours examining records material and charging individuals responsible for various acts of vandalism. The unit worked closely with the ISU Police Department and the ISU Dean of Students Office.
- Investigators worked a large embezzlement case from a local pawn shop.
- In September, an Iowa State student was reported missing. Her body was ultimately located in Iowa City, apparently a victim of foul play. Our department continues to work this case with the Department of Criminal Investigations, Iowa City Police Department and ISU Police Department.
- One of the Investigators has been increasingly utilized for the **forensic analysis of electronic media**. When authorized under a search warrant, this Investigator has assisted in the analysis of more than 100 electronic devices. We have seen about a 10% increase in these cases from last year to this year.

The resale of stolen goods through retail establishments, including pawn shops, was addressed in FY 2014/15 with the implementation of an online tracking and monitoring service called **LeadsOnline**. Local pawn shops and other retailers log the purchase of property through the LeadsOnline web portal. Officers who are registered and trained can then log on to compare information to stolen property records. LeadsOnline is a nationally recognized program that allows tracking property across much of the country.

Investigations also includes the Ames Police Department's Public Information Officer (PIO). The PIO has continued and expanded the Police Department's **social media program**. Currently, the Police Department is actively using both Twitter and Facebook platforms. Social media has become a legitimate form of communication and information sharing and it makes sense for the Police Department to be a part of this discussion. Our second annual Halloween Tweet-along was conducted and it was very popular. The PIO continues to use social media to get information out to the public we serve. Some examples include SCAMS, crime alerts, missing persons, traffic conditions and general information. Information on a missing person was posted, and because a citizen saw the post, he called the police department when he saw the missing person resulting in officers locating the person and getting them the help they needed. Social media has been a positive enterprise and seems to be widely accepted and appreciated by the public.

GENERAL INVESTIGATION

Highlights, continued:

Ongoing **advanced training** within Investigations continues to be a priority. In the fall, several investigators hosted a statewide conference on financial crimes. Grant funding and donations were secured to put this training on at no cost to the attendees.

Examples of training received during the past year include:

- Crime Scene Processing and Photography
- Human Trafficking
- Computer Forensics Investigations
- School Resource Officer/School Safety
- Clandestine Drug Labs
- Interview & Interrogation Techniques
- Latent Fingerprint Identification
- Mental Health Advocate Training
- Protect Our Children Conference
- Iowa Sex Crimes and Investigator Conference
- Hostage Negotiator Training (advanced)
- Domestic Abuse Advocate Training

A very strong working relationship with the Ames Community School District is being maintained through the proactive work of our **School Resource Officer (SRO)**. Officer Brook McPherson completed her five year assignment at the end of the 2014 school year, and Officer Nick Schieffer was selected as our new School Resource Officer. Officer Schieffer started his assignment in the fall and will serve for the next five years. The community and the School District were represented in the selection process.

The SRO also continues to conduct tobacco compliance checks with area retailers for the purpose of educating and reducing the use of tobacco products by underage individuals. A new trend is electronic cigarettes and some of the enforcement issues that come along with them.

A strong partnership with the mental health community and the Story County Mental Health Task Force has been created through the work of our **Mental Health Advocate**. The Task Force is a cooperative endeavor comprised of area mental health professionals, county service agencies, and other area law enforcement officers. The Mental Health Advocate continues to monitor mental health calls for service and distribute information to task force members and professionals who provide services.

Approximately 1,100 mental health related calls for service were reported in 2014. There were 963 mental health related calls in 2013. In 2012, there were 652. We are starting to see a possible leveling off in the area as mental health call for service increased 32% between 2012 and 2013 and 14% between 2013 and 2014. The overall trend has been an increase in calls from late spring through fall, with lower numbers of calls in cooler months. The Mental Health Advocate will also be heavily involved in the provision of ongoing training to other members of the department to comply with a new state mental health training mandate.

GENERAL INVESTIGATION

Highlights, continued:

An officer is assigned to the **Central Iowa Drug Task Force** on a full-time basis. Marijuana continues to be a prevalent illicit drug within our community. Staff continues to observe a troubling increase in synthetic drugs, heroin, and non-regulated and non-FDA studied stimulants. The task force members continue to investigate the possession and sale of illegal drugs in our community. They are also closely monitoring activity in other states where marijuana has been legalized and/or de-criminalized.

The Investigation program continues an ongoing commitment to the **Sexual Assault Response Team (S.A.R.T.) model**. Over the last two years both medical and advocacy services have gone through significant changes in how services are delivered. While there have been some modifications to the model, staff is committed to the teamwork model and our victims continue to be well served. We continue to work with the other stakeholders.

The Ames Police Department is an active member of the F.B.I. **Joint Terrorism Task Force (JTTF)**. An officer from Investigations assists the JTTF on a part-time basis. The purpose of the task force is to develop effective working partnerships among various federal and local law enforcement agencies and to ensure that pertinent information and sensitive intelligence is shared with all law enforcement members.

Ames typically has 43-50 individuals who live in the community that must register with the state's **Sex Offender Registry**. In order to properly conduct effective, periodic compliance checks on these individuals, Investigations has assigned two Investigators to perform this task.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Homicide cases (attempted)	0	1	0	
Robbery	7	11	11	
Sexual assault	48	45	44	
Other sex offenses	0	0	0	
Child abuse	8	8	3	
Burglary	379	360	361	
Drug investigations	371	268	255	
Juvenile cases	364	289	314	
Juvenile arrests	225	218	165	
Mental health related contacts	652	963	1,100	
Domestic calls for service	446	359	306	
Domestic related arrest	64	68	87	
Efficiency and Effectiveness:				
Community outreach contacts – juvenile	10	9	10	10
Number of juveniles participating	689	671	680	680

EMERGENCY COMMUNICATIONS

Activity in this area includes the operation of the 911 Center and the initial dispatch of emergency responders. Emergency communications staff also provides advance medical information through the emergency medical dispatch program, receive non-emergency calls, manage radio communications, and provide assistance to walk-in Police Department customers.

Service Objectives:

- ✓ Provide prompt and accurate emergency communications service for fire, police, and emergency medical personnel
- ✓ Provide countywide interoperability through 800 MHz radio communication system
- ✓ Facilitate the resolution of the non-emergency concerns of citizens
- ✓ Provide emergency medical direction to callers in need
- ✓ Maintain a reliable telephone and radio communications system for emergency responses
- ✓ Enhance community and regional partnerships
- ✓ Promote responder safety
- ✓ Coordinate emergency response assets
- ✓ Provide a customer-centered service

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	941,649	1,002,549	996,037	1,031,533	2.9%
Contractual	117,432	128,448	132,148	128,131	-0.3%
Commodities	12,910	11,325	11,995	15,613	37.9%
Capital	7,995	-	-	7,731	
Total Expenditures	1,079,986	1,142,322	1,140,180	1,183,008	3.6%
Funding Sources:					
General Fund	1,079,986	1,142,322	1,140,180	1,183,008	
Total Funding Sources	1,079,986	1,142,322	1,140,180	1,183,008	3.6%
 Personnel - Authorized FTE	 13.00	 13.00	 13.00	 13.00	

EMERGENCY COMMUNICATIONS

Highlights:

The **Emergency Medical Dispatch (EMD)** program is a set of written protocols that provides a stable and consistent response for dispatchers who have taken over the function of dispatching fire and medical personnel to medical calls while providing instructions to callers. Dispatchers handled over 3,700 EMD calls in the last year. A part-time EMD Quality Assurance Coordinator was hired this year to provide additional training and support to the program. The Coordinator’s work has included working directly with dispatchers to improve responses to EMD calls. It has also included a community outreach program to medical, medical-related, and assisted living facilities to improve the public understanding of EMD and to improve response to EMD protocols.

In late 2013 the Communications Center moved to a new location as part of the larger Police Department **remodel project**. The new location was specifically designed to accommodate the needs of dispatchers and the technology of an advanced emergency communications center. The Communications Center manages 911 and other phone calls and radio traffic for emergency responders. Additional electronic infrastructure was built into the project to support these functions. Specially designed furnishings were installed to improve the efficiency and comfort of dispatchers who spend long hours at the work station. New computer equipment, including multiple displays, were installed to allow dispatchers to more effectively access and manage the information available to them.

The Communications Center implemented **new equipment to receive and manage both 911 and non-emergency phone calls**. The new system is IP-based and is capable of handling the next generation developments in communications like text to 911. Funding for the new system was provided by the Story County E911 Service Board and a State of Iowa 911 grant program. For some time, emergency response agencies in the county have collaborated to enhance information access and exchange and to maximize efficiency in the financial investment. Improvements to the telephone equipment continue that tradition with a system that functions at Ames, Story County and Iowa State University. Information is more effectively shared between the communications centers. Should one center experience a catastrophic failure, dispatchers could operate out of another location without loss of efficiency. As dispatchers required time to adjust to the new equipment, a temporary increase in call pick up time resulted.

The Communications Center staff is preparing for the advent of **text to 911**, which is tentatively scheduled to become available throughout the state in the coming year.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Non-emergency telephone inquiries	112,044	115,405	115,600	115,500
Emergency “911” calls	23,649	23,958	23,850	23,850
Emergency medical dispatch calls	3,666	3,776	3,800	3,800
Incidents created	28,650	27,934	28,833	28,000
State system transactions/inquiries	119,802	123,396	125,200	125,000
Efficiency and Effectiveness:				
Average “pick-up” time for 911 calls (in seconds)	5.8	6.1	5.9	5.9

POLICE FORFEITURE/GRANTS

Chapter 809.12 of the Code of Iowa provides for court procedures to forfeit property and seize assets directly related to criminal activities. The use of these funds is governed by State law and includes law enforcement activities or items which are not currently budgeted. This section also includes grant programs that support law enforcement activities.

Service Objectives:

- ✓ Provide a sound financial report system
- ✓ Respond to homeland security challenges
- ✓ Apply seized assets to law enforcement needs
- ✓ Obtain state and federal support for local priorities
- ✓ Reduce the profitability of criminal activity
- ✓ Promote traffic safety, alcohol and tobacco compliance with grant support

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	23,190	-	34,881	-	
Contractual	15,977	-	7,112	-	
Commodities	22,900	-	25,257	-	
Capital	22,822	-	-	-	
Other	874	-	-	-	
Total Expenditures	85,763	-	67,250	-	
Funding Sources:					
Forfeiture	12,974	-	5,000	-	
Grants	72,789	-	62,250	-	
Donations	-	-	-	-	
Total Funding Sources	85,763	-	67,250	-	
 Personnel - Authorized FTE	 0.00	 0.00	 0.00	 0.00	

POLICE FORFEITURE/GRANTS

Highlights:

A number of state and federal grants were received this year that will provide a significant infusion of funds. These funds allowed for the purchase of equipment and support of programs of value to the community without relying exclusively on property tax support. Although grant funding opportunities continue to be available, budget cuts at the federal level have impacted the size of many of the grants. Recordkeeping, reporting, and compliance requirements that are attached to federal grant funding have become increasingly complex and staff time necessary to learn, understand, and manage these grant requirements has grown accordingly.

A Department of Justice **Edward Byrne Memorial Justice Assistance Grant** was awarded. Funds awarded under this grant will be used to purchase equipment to support officer safety during high risk operations. Vests, helmets and shields will be purchased. In addition, two laptop computers will be acquired to assist command officers in the field. This equipment will improve communication and operations. A total of \$20,565 was awarded under this grant.

Grant funding from the Governor's Traffic Safety Bureau (GTSB) continues for another year. Funding from this year's GTSB's **State and Community Highway Safety grant** program will address highway safety issues including impaired driving. The grant provides funds for officer overtime (with officer activity centered on traffic enforcement), educational materials, and specific equipment or hardware to aid in the enforcement process. Grant funding for this year is \$29,950.

The relationship with the Iowa Alcohol Beverages Division in the **education and enforcement of tobacco regulations** will also continue. This grant provides funding for officer time to test local retailers for performance on compliance regulations. Every tobacco retailer in the city will be tested for compliance within the grant period. The amount of the grant is based on the number of compliance checks, currently estimated to be between 40 and 50 retailers.

An additional \$4,468 grant through the Department of Justice 2014 **Bulletproof Vest Partnership** was awarded. This grant will provide matching funds over the next two years to assist in acquiring new and replacement bulletproof vests for officers.

Funds acquired through the **criminal forfeiture** process have been used to promote a variety of law enforcement activities. In the past year, forfeiture funds have been used to acquire a stainless steel bench and a printer/fax for the new booking room, a new LIDAR for patrol use and a specially constructed secure container for the transportation of chemical munitions. Forfeiture funds were also used to support officer attendance to the NAACP annual awards dinner where several Ames officers received recognition. In addition, the forfeiture account continues to fund a portion of the expenses of the Central Iowa Drug Task Force.

FIRE SAFETY

Activity Description:

The Fire Administration activity supports and directs seven activities. The Fire Safety sub-program is based upon the premise that citizens and property should be free from loss and damage due to fires and similar emergencies. In order to approach this goal, an impressive and highly effective array of services is provided to the community. Extensive efforts are made in the area of fire prevention, fire safety education, and fire inspection. These efforts are mainly recorded under the Fire Prevention and Safety Education activity. When a “preventive failure” takes place and a fire or other emergency actually occurs, the capabilities of the Fire Suppression and Emergency Action are pressed into action. These include minimizing loss of life and property from fire, controlling hazardous situations, performing rescue, and providing first-response medical assistance. Also included under this activity are various non-emergency services, such as maintaining apparatus and facilities, testing hydrants, testing water flow, and establishing pre-fire plans.

The success of the City’s Fire Safety/Admin sub-program is reflected in economic terms (e.g. insurance fire class rating), as well as in the more important areas of the safety of property, health, and life.

	2012/13	2013/14	2013/14	2014/15	% Change
Activities:	Actual	Adopted	Adjusted	Requested	From
					Adopted
Administration/Support	1,006,345	1,073,654	1,060,007	1,090,770	1.6%
Suppression/Emergency Action	4,887,366	5,193,400	5,119,725	5,367,001	3.3%
Prevention/Safety Education	136,785	145,112	145,994	149,802	3.2%
Fire Operations	6,030,496	6,412,166	6,325,726	6,607,573	3.1%
Personnel - Authorized FTE	55.80	55.80	54.75	54.75	

FIRE SAFETY

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Requested	% Change From Adopted
Expenditures:					
Personal Services	5,560,030	5,879,606	5,720,330	5,969,451	1.5%
Contractual	407,026	424,185	487,021	518,901	22.3%
Commodities	63,440	100,875	100,875	115,850	14.9%
Capital	-	7,500	17,500	3,371	-55.1%
Total Expenditures	6,030,496	6,412,166	6,325,726	6,607,573	3.1%
Funding Sources:					
Fire Revenues:					
Iowa State University	1,503,656	1,597,552	1,575,930	1,644,805	3.0%
MGMC	21,961	21,961	22,008	28,359	29.1%
Miscellaneous	208	-	-	-	
Revenue Subtotal	1,525,825	1,619,513	1,597,938	1,673,164	3.3%
General Fund Support	4,504,671	4,792,653	4,727,788	4,934,409	3.0%
Total Funding Sources	6,030,496	6,412,166	6,325,726	6,607,573	3.1%

FIRE ADMINISTRATION AND SUPPORT

The major role of this activity is to direct and reinforce the operations of all Fire Department activities (i.e. Suppression and Emergency Action, Fire Prevention, Structural Code Enforcement, etc.). This includes maintaining necessary records and documentation, and providing overall direction and oversight functions. This activity also provides for various training programs for all firefighters.

Service Objectives:

- ✓ Respond to emergencies in the city within five minutes travel time (85% of the time)
- ✓ Provide quality in-house emergency response training for firefighters
- ✓ Coordinate the implementation of the automatic alerting system within the fire stations
- ✓ Provide quality training opportunities for supervisors through industry sources
- ✓ Maintain equipment to a level of readiness in accordance with national standards
- ✓ Encourage the acquisition of State and/or National emergency services related certifications
- ✓ Promote safety education and awareness through community education

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
Expenditures:					Adopted
Personal Services	854,150	895,971	827,020	837,891	-6.5%
Contractual	147,081	168,233	223,537	239,558	42.4%
Commodities	5,114	9,450	9,450	9,950	5.3%
Capital	-	-	-	3,371	
Total Expenditures	1,006,345	1,073,654	1,060,007	1,090,770	1.6%
Funding Sources:					
General Fund	751,556	805,240	795,005	818,077	1.6%
Iowa State University	254,789	268,414	265,002	272,693	1.6%
Total Funding Sources	1,006,345	1,073,654	1,060,007	1,090,770	1.6%
Personnel - Authorized FTE	6.95	6.95	5.75	5.75	

FIRE ADMINISTRATION AND SUPPORT

Highlights:

- In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. In Fire Administration, this support staff restructuring resulted in a reduction to personal services of 6.5%, but an increase to contractual charges of \$50,494.
- Reduced frequency and inconsistent scheduling of **firefighter recruit academies** at the Iowa Fire Service Training Bureau has made it very difficult to ensure that new, uncertified recruits are prepared to work in a timely fashion after getting hired. To help offset this problem, \$15,000 has been added to both the 2014/15 and 2015/16 budgets. These funds will be used pay for a contract training officer to coordinate and teach inter-departmental training academies.
- The contribution rate structure for the **Municipal Fire and Police Retirement System of Iowa** (MFPRSI) is established by the Code of Iowa, Chapter 411. The compensation rate for the City of Ames is established each year by the Board of Trustees following the completion of the annual actuarial valuation. As a consequence of the past economic downturn and prior poor investment performance, the City’s contribution rate had been steadily increasing each year. However, measures to reduce volatility have been enacted by the MFPRSI, resulting in a significant reduction in contribution rate from 30.41% in FY 2014/15 to 27.77% in FY 2015/16.
- Over the last several years, there have been many documented events of vandalism to personal vehicles at **Fire Station #2** in Campustown. After installing a 6’ wrought iron fence around the entire parking area and a cantilevered rolling gate to the east of the station, vehicle security appears to be vastly improved. Firefighting crews participating in the Campustown safety walks have also noticed potential updates to the lighting around the station, and efforts are underway to ensure that the area remains well lit.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Number of City-related supervisory leadership training hours	111	161	110	120
Number of FD-related administrative support training hours	580	695	792	650
Newly acquired State and/or National emergency services related certifications achieved	10	3	5	10
Efficiency and Effectiveness:				
Respond to emergencies (in the City) within five minutes (departmental goal of 85% within 5 minutes or less)	87.9%	88.1%	87.2%	85.0%
Maintain and certify, according to nationally recognized standards, pumps, hose, and SCBA components	100%	100%	100%	100%

FIRE SUPPRESSION AND EMERGENCY ACTION

The goal of the suppression and emergency action team is to protect people and property from loss and danger due to hostile fires or other threatening predicaments. In order to achieve this goal, extensive efforts are made in the areas of prevention and enforcement of safety regulations through public safety education which enables citizens to recognize hazards and unsafe practices. An important responsibility of this activity is the continual update and maintenance of pre-fire action plans. The suppression and emergency action teams respond to any incident according to well-defined procedures. Various non-emergency services are also provided, such as performing maintenance of apparatus, equipment, and facilities, testing hydrants, conducting water flow tests, and building inspections.

Service Objectives:

- ✓ Maintain certifications for emergency medical services
- ✓ Continue trench rescue training with other agencies
- ✓ Respond to all emergency calls with a minimum of two certified EMS responders
- ✓ Maintain hazardous materials technical level training for firefighters
- ✓ Train firefighters utilizing live fire techniques and opportunities
- ✓ Annual fit test of firefighting respirators in accordance with OSHA 1910.134
- ✓ Provide a safe work environment with the goal of reducing employee injury rates and severity
- ✓ Train and support Ames Fire Investigation Team comprised of Ames firefighters and Ames police
- ✓ Support participation in local, state, and national conferences and seminars
- ✓ Maintain equipment in a state of readiness

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	4,582,156	4,856,503	4,765,913	5,001,554	3.0%
Contractual	250,760	243,497	250,412	266,447	9.4%
Commodities	54,450	85,900	85,900	99,000	15.3%
Capital	-	7,500	17,500	-	
Total Expenditures	4,887,366	5,193,400	5,119,725	5,367,001	3.3%
Funding Sources:					
General Fund	3,650,077	3,878,579	3,823,288	4,003,981	3.2%
Iowa State University	1,215,120	1,292,860	1,274,429	1,334,661	3.2%
MGMC	21,961	21,961	22,008	28,359	29.1%
Miscellaneous	208	-	-	-	
Total Funding Sources	4,887,366	5,193,400	5,119,725	5,367,001	3.3%
Personnel - Authorized FTE	47.85	47.85	48.00	48.00	

FIRE SUPPRESSION AND EMERGENCY ACTION

Highlights:

- Total **calls for emergency response** continue to rise. Specifically, emergency medical services calls for 2013/14 totaled more than 2,400, more than a six percent increase above the previous fiscal year.
- During early summer 2014, a potentially serious **structure fire** occurred on the roof and the penthouse area at Iowa State University's Sweeney Hall. Quick response and decisive action ensured the fire was quickly extinguished, however extensive deconstruction to the roof area was required to make certain the fire did not travel further. Firefighters also responded to a locomotive fire near Hazel Ave. The fire was in the engine compartment and rail service was shut down for a brief period of time. No injuries were reported and the rail lines were re-opened in a timely fashion.
- In 2013, the Fire Department received notice that Electronic Engineering will only be able to support all current **radio hardware** (which is nearly two decades old) through 2014. This necessitates the purchase and installation of more modern and expensive portables, mobiles, and base station radios. As a first step in this process improvement, a total of \$5,400 has been set aside to cover the upgrading costs to portable radios only, to the newer technology radio that the Police Department now uses.
- In support of a mutually beneficial partnership to ensure quality EMS service delivery for the citizens of Ames, Mary Greeley Medical Center has contractually agreed to pay for one half of any **new extrication equipment** purchased by the Fire Department. Thus, the cost of new extrication equipment for Engine 1 is attributed to both the increase of commodities (up 15.3%) and fees received from Mary Greeley Medical Center (up 29.1%).
- **Expenditure costs are up** under Internal Services and Contractual due primarily to an increase in Fleet charges. Operating/maintenance and replacement funds have been increased substantially to more accurately reflect prior year costs.
- Fire Department personnel **completed 255 preplans** in 2013/14, and now have a total of more than 1,400 businesses and facilities throughout Ames preplanned. A preplan consists of documentation that firefighters gather in advance of an emergency, including information on contacts, water supply, fire protection systems, utilities and disconnects, building layout and construction type, and other specific hazards. In the event of an emergency, a preplan will assist the firefighters with the information that they may need to effectively mitigate the situation.
- During 2013/14 Fire Department personnel developed a plan to contain costs for **purchasing** items for department use. Many of the items were cleaning products that were purchased at grocery or hardware stores. A process improvement program was developed which helped identify acceptable products and corresponding costs from just two acceptable vendors. This change has resulted in reduced costs and minimized trips to the store, thereby saving time, fuel, and potential future maintenance costs.
- Fire department personnel reviewed past **personal protective equipment (PPE) clothing purchases** and projected high spikes in PPE purchases over the course of the next several years. Anticipated purchases were better spread out over more years to even out the costs.
- Though Emergency Medical Service incidents are the primary responsibility of the Mary Greeley Medical Center Mobile Intensive Care Services (paramedics), the Fire Department continues to offer its support in developing solutions to address the annual rise in demand for services.

FIRE SUPPRESSION AND EMERGENCY ACTION

Highlights, continued:

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Ames businesses pre-planned/hours spent	273/368	255/295	270/351	280/350
Efficiency and Effectiveness:				
Conduct training with Public Works employees, utilizing trench rescue skills at least one time per year	1	0	1	1
Maintain hazardous material technician level for firefighters	42/48	44/48	42/48	45/48
Residential fires	44	46	36	45
Structure fires	62	58	45	55
Arson fires	1	2	1	1
False alarms - unintentional and system malfunctions	701	820	800	850
Emergency Medical Services incidents	2,325	2,471	2,559	2,600

FIRE PREVENTION AND SAFETY EDUCATION

The function of this activity is to assist with administration and enforcement of ordinances pertaining to the prevention of fires. This includes the use and handling of explosives, flammable and toxic materials, and other hazardous material. Staff reviews all new construction and remodeling plans for code compliance and conducts inspections on the installation, maintenance, and regulation of all fire escape exits for adequacy in the event of fire to establish a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions. In cooperation with other departmental personnel, staff conducts public safety educational programs and assists in the suppression and control of fires. Staff also assists the investigation into the cause and origin of fires, and gathers evidence if a fire is of a suspicious origin.

Service Objectives:

- ✓ Ensure that fire protection systems are installed, updated, and maintained according to recognized code standards
- ✓ Ensure that annual inspections are performed for 100% of the City's commercial occupancies requiring State certification
- ✓ Facilitate and foster collaborative efforts with other inspectors throughout the Building Division to produce a safer environment for the citizens of Ames
- ✓ Maintain a high level of expertise and knowledge through training and lifelong education in an ever-evolving technical field

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	123,724	127,132	127,397	130,006	2.3%
Contractual	9,185	12,455	13,072	12,896	3.5%
Commodities	3,876	5,525	5,525	6,900	24.9%
Total Expenditures	136,785	145,112	145,994	149,802	3.2%
Funding Sources:					
General Fund	103,038	108,834	109,495	112,351	3.2%
Iowa State University	33,747	36,278	36,499	37,451	3.2%
Total Funding Sources	136,785	145,112	145,994	149,802	3.2%
Personnel - Authorized FTE	1.00	1.00	1.00	1.00	

FIRE PREVENTION AND SAFETY EDUCATION

Highlights:

- The Fire Department hosted its first ever **open house** during the Saturday of fire prevention week. Citizens had the opportunity to explore Fire Station #1, squirt a fire hose, and see all the equipment that firefighters use during an emergency. Because the Fire Department is looking for additional opportunities such as the open house to share fire prevention and life safety information throughout the year, a modest increase of \$1,400 in included in the budget. This amount accounts for the 24.9% increase in commodities.
- By working closely with the **Development Review Committee** to ensure new buildings are code compliant and fire systems are tested, the Fire Inspector continues to represent departmental interests and concerns in planning for new construction. He was instrumental in ensuring fire safety requirements were met for such projects as the Mary Greeley Medical Center expansion, Kingland project, and Copper Beech apartments.
- The Fire Inspector continues to work very closely with other City Inspectors. He has spent considerable efforts helping **Rental Housing and Building Safety** inspectors become more familiar with fire code and enforcement concerns, including the development of a fire extinguisher checklist. He has also worked closely with the Building Official and Building Board of Appeals, while seeking input from local contractors and customers, to adopt the 2012 International Fire Code.
- During the 2014 holiday season, efforts were undertaken to work with local Christmas tree vendors to tag trees with a special holiday season **fire safety message**. The safety message included information on how to properly care for your tree and other holiday decorations in a fire safe manner.
- Working closely with the Ames Community School District, prevention personnel continue to promote safety education and awareness through community education. During the 2014 **Fire Prevention Week**, personnel visited every grade school in Ames to educate all 3rd grade children in the value of life safety and fire prevention. Seventeen firefighters spent a total of more than 48 hours at these events, positively impacting more than 3,000 children and adults throughout the greater Ames community.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Commercial inspections/re-inspections	787/213	721/215	730/200	725
Educational inspections/re-inspections	51/4	76/10	40/8	35/7
Residential inspections/re-inspections	220/49	187/54	188/40	182/44
Plan reviews-consultations-complaints contacts/hours committed	168/125	131/91	125/81	130/90
Inspection hours committed	679	623	600	650
Violations discovered/corrected	2,163/1,607	1,650/1,150	1,600/1,100	1,650/1,130
Fire Prevention Week Pub-Ed presentations at Ames Community Schools	100%	100%	100%	100%

Highlights, continued:

Total presentations/hours spent in the public education (Pub-Ed) of fire safety topics	699/1,138	933/977	900/1,100	950/1,200
Number of civilian adults/children attending FD sponsored public education presentations	6,752/5,264	7,533/5,963	7,400/6,200	7,500/6,300
Efficiency and Effectiveness:				
Civilian fire deaths	0	0	0	0
Civilian fire injuries	2	2	0	0

BUILDING SAFETY/INSPECTIONS

Building Safety provides permits, inspections, public information and enforcement of building, electrical, mechanical, plumbing, rental housing, sign, and zoning codes. Program objectives are accomplished through review of construction plans for code compliance; issuance of permits and through the performance of on-site project inspections; issuance of rental housing Letters of Compliance (LOC) and performance of periodic dwelling inspections; and the investigation of code violations.

Service Objectives:

- ✓ Provide public information on building construction, property maintenance, and related topics
- ✓ Perform plan reviews of proposed building construction projects
- ✓ Issue permits and perform inspections of building construction projects
- ✓ Perform periodic inspections of rental dwellings and issue letters of compliance
- ✓ Promote and develop community partnerships
- ✓ Review and adopt applicable nationally recognized codes
- ✓ Provide continued proficiency through continuing education

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	979,904	1,101,494	909,979	981,193	-10.9%
Contractual	203,645	275,212	400,303	468,791	70.3%
Commodities	14,042	9,200	9,200	9,425	2.5%
Capital	-	-	26,000	-	
Total Expenditures	1,197,591	1,385,906	1,345,482	1,459,409	5.3%
Funding Sources:					
Inspections Revenue:					
Building Permits	945,673	555,000	584,249	592,170	6.7%
Electrical Permits	181,733	109,000	139,000	131,296	20.5%
Mechanical Permits	85,548	59,000	59,000	72,517	22.9%
Plumbing Permits	129,390	83,000	83,000	100,540	21.1%
Sign Permits	12,860	11,000	11,000	11,402	3.7%
Rental Housing Fees	322,262	336,915	312,965	338,877	0.6%
Miscellaneous	85	-	-	-	
Revenue Subtotal	1,677,551	1,153,915	1,189,214	1,246,802	8.1%
Support from (contribution to) General Fund	(479,960)	231,991	156,268	212,607	-8.4%
Total Funding Sources	1,197,591	1,385,906	1,345,482	1,459,409	5.3%

BUILDING SAFETY/INSPECTIONS

Highlights:

- In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. In Building Safety, this support staff restructuring resulted in a reduction to personal services of 10.9%, but an increase of \$168,144 to contractual charges.
- The City of Ames continues to see a **robust construction economy**, resulting in the attraction of both commercial (e.g., Kingland Systems, Wallaby’s Bar and Grill, Workiva, etc.) and residential growth. This has been especially visible in the multi-family sector, anchored by such large housing projects as Copper Beach, The Foundry by the Opus Group, and 23 Twenty Lincoln by the Gilbane Development Company. In addition, one-hundred-and-ten single-family homes were built in Ames during 2013/14. This is an 8% increase from the 2012/13 fiscal year, when 101 new homes were constructed. Based on permits issued to date, it appears likely that more than 100 new single-family homes will be constructed during the 2014/15 fiscal year. With several newly annexed properties in north Ames and the expansion of the ISU Research Park, even stronger single family residential growth is projected throughout 2015/16.
- After completing a thorough evaluation process, representatives from several City departments recommended **EnerGov** for the Inspection Division’s data management and permitting software system vendor. Subsequently, EnerGov has contracted with the City to provide its software package, which will be paid for by \$250,000 included in IT’s budget and augmented by a \$26,000 rollover capital contribution in Rental Housing’s budget. Work has already begun to move the Inspection Division over to the new technology. Ongoing maintenance fees for the new Inspection Software system have been added into the 2015/16 budget cycle, including \$36,000 in Building Safety and \$18,000 in Rental Housing.
- The FY 2015/16 budget includes no increases for the Building permit or Rental Housing fees.
- While the Inspection Division continues to evaluate **staffing needs**, several personnel changes have occurred. The Division is back to one plumbing inspector, and has now added an Assistant Building Official position to assist with the increasing administration demands of the Division. The Building Official has been working hard to ensure that each inspector has a qualified backup. Without a second plumbing inspector, a total of \$24,000 has been set aside for contract inspectors to cover for vacation/sick/training time. This amount partially accounts for the 70% increase in contractual expenditures.
- The 2013/14 fiscal year saw an overall 7% increase in the number of **building, mechanical, plumbing, and electrical permits** issued. Increases included building permits by 9% and plumbing permits by 12%.
- Funds have been included to cover the **2015 International Code adoption** process (including new code books) and the necessary newspaper publication. New codes to be adopted include the International Building Code, International Residential Code, International Existing Building Code, International Fire Code, International Mechanical Code, International Energy Conservation Code, Uniform Plumbing Code, and the International Fuel Gas Code. The code adoption process also affords staff the opportunity to make needed changes and modifications to Chapters 5 (Building, Electrical, Mechanical, and Plumbing Code), and 8 (Fire Code) of the City of Ames Municipal Code.

BUILDING SAFETY/INSPECTIONS

Highlights, continued:

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Single family permits issued	101	110	130	140
Building permits issued/inspections	640/2,289	696/2,455	821/2,986	880/3,000
Electrical permits issued/inspections	604/1,675	607/1,671	716/1,971	770/2,000
Mechanical permits issued/inspections	925/1,212	941/1,393	1,110/1,643	1,100/1,500
Plumbing permits issued/inspections	1,445/2,627	1,642/3,045	1,937/3,593	1,300/2,500
Sign permits issued	163	134	160	160
Rental housing units registered/inspections	12,379/1,319	12,420/1,081	12,800/1,200	12,900/1,200
Neighborhood concerns/inspections	367/1,162	186/547	140/350	150/400
Total inspections performed	10,284	10,192	11,743	10,600



TRAFFIC MAINTENANCE

This activity provides for the construction, maintenance, and repair of traffic signals, regulatory, warning, and informational signs in the City. Also maintained are the pavement markings along streets that carry more than 3,000 vehicles per day. Each crosswalk with a supplemental control is painted, as well as other intersection markings that promote the safe and efficient movement of vehicles and pedestrians. Temporary, part-time employees supplement City crews in this activity.

Service Objectives:

- ✓ Provide safe and efficient transportation consistent with community goals and nationally accepted operating standards
- ✓ Install and maintain preemption equipment to enhance emergency services
- ✓ Complete changeover to light-emitting diode (LED) bulbs
- ✓ Focus on maintaining traffic signal operations of aging infrastructure
- ✓ Install and maintain required regulatory, warning, guide and street name signs
- ✓ Paint parking stalls including 715 on-street and 917 parking lot stalls
- ✓ Maintain the parking meter database
- ✓ Paint crosswalks along school routes
- ✓ Enhance roadway markings on pavement
- ✓ Paint medians for public safety purposes
- ✓ Maintain the traffic sign Geographic Information System (GIS) database
- ✓ Paint curbs as needed to delineate fire zones, tow-away zones, parking prohibitions

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	508,434	510,074	539,468	562,678	10.3%
Contractual	140,001	135,584	174,359	161,002	18.8%
Commodities	120,775	84,600	98,000	98,400	16.3%
Capital	18,486	36,800	20,200	28,584	-22.3%
Total Expenditures	787,696	767,058	832,027	850,664	10.9%
Funding Sources:					
General Fund	24,746	1,000	17,000	20,500	1950.0%
Road Use Tax Fund	762,950	766,058	815,027	830,164	8.4%
Total Funding Sources	787,696	767,058	832,027	850,664	10.9%
Personnel - Authorized FTE	6.07	6.07	5.15	5.15	

TRAFFIC MAINTENANCE

Highlights:

Staff continues to focus on operational service to improve efficient use of traffic signal systems. The component of a traffic signal system that most frequently fails is the in-street loop detection system for vehicles, which is primarily due to the deterioration of roadway pavement. **Radar Vehicle Detection Systems**, non-intrusive installations suitable for bikeway detection, have now been installed at twelve intersections as part of pavement rehabilitation or traffic signal system improvement projects. By the end of FY 2015/16, radar detection systems will be placed again at six more intersections, which is similar to FY 2014/15. There have been a total of 16 intersections retrofitted with radar detection, leaving 50 to be converted by FY 2035.

During FY 2014/15, two new traffic signal systems were installed, one at Lincoln Way and Hayward Avenue and the other at 20th Street and Grand Avenue (US Highway 69). By request of a citizen with disabilities, staff has also conducted two major ADA improvements at signalized intersections at 13th Street and Duff Avenue and the signalized pedestrian crossing at Fire Station 1 by installing vibrotactile-audible pedestrian push-button systems. The unscheduled cost was estimated to be \$15,000.

Staff continues to work on development of the **Traffic Sign Database and Mobile GIS Application**. As part of this project, labels that include a bar code are being placed on each regulatory sign. This will aid in having a more accurate inventory of each sign and will provide the ability to more quickly replace signs that are damaged or found stolen. Each sign is also being shot with a retroreflectometer (over 50% of signs to date) to verify that they meet minimum Federal retro reflectivity requirements. A part-time technician is included in the budget in the amount of \$17,500 for FY 14/15 and \$17,500 for FY 15/16.

Seasonal temporary workers provided much needed assistance to full-time traffic maintenance staff during the spring, summer, and fall months each year by conducting much of the pavement parking and sign maintenance activities in our residential areas. This allows the full-time staff to focus on the higher volume roadways which require more time to work on. Temporary staff can also work directly with full-time staff on specific projects that include traffic signal and parking meter maintenance, in addition to their main job functions. The budget for FY 2015/16 is anticipated to see increases due to continued efforts to **improve the quality and longevity of city pavement markings**. Due to environmental regulations affecting how traffic paint is made, staff has been required to increase the thickness, reflective beads, and time necessary to apply markings. This change also requires increases in temporary seasonal salaries shown in order to complete citywide painting activities in one painting season.

Staff time for working special events such as home Iowa State University football games is **reimbursed** into the general fund as actual costs are incurred.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
# of signalized intersections in City	65	66	66	66
LED bulbs installed	79	27	50	50
Utility locates	313	329	350	350
# of signs in City	9,501	9,464	9,500	9,550
# of lane miles painted	63	68	70	70
# of crosswalks painted	712	720	730	730
Gallons of traffic paint used	1,980	2,560	2,500	2,500
Pounds of reflective beads used	10,750	14,250	12,000	12,000
 Efficiency and Effectiveness:				
Average # of sign repairs/week	132.5	81.92	57.69	38.46
Average # of service calls/signalized intersection	5.05	4.45	5.00	5.00
Signs serviced	6,890	4,260	3,000	2,000

TRAFFIC ENGINEERING

The purpose of the Traffic Engineering program is to provide a safe and efficient transportation system within the City of Ames for all users. This activity provides traffic engineering analysis for the development of the City's multi-modal transportation system. Administrative duties as well as short and long-range transportation planning, facility planning and operations, and design of computerized signal coordination programs are included within this activity. Students from Iowa State University are utilized as temporary, part-time employees to collect and maintain databases dealing with traffic analysis.

Service Objectives:

- ✓ Enhance multi-modal integration of the transportation network for pedestrians, bicyclists, and transit users
- ✓ Update/maintain traffic engineering software
- ✓ Procure grant funding for Capital Improvement Plan projects
- ✓ Design and implement traffic signal coordination plans
- ✓ Design traffic signal replacement program
- ✓ Review site development plans & plats
- ✓ Maintain Shared Use Path maps
- ✓ Review Traffic Impact Studies (TIS) for new developments
- ✓ Administer the Ames Area Metropolitan Planning Organization (AAMPO)
- ✓ Maintain the pavement management system
- ✓ Approve parking waivers and block parties

	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	110,331	142,921	122,802	126,766	-11.3%
Contractual	38,089	36,565	40,813	36,721	0.4%
Commodities	2,905	1,000	1,300	5,000	400.0%
Capital	2,956	10,500	10,500	-	-100.0%
Total Expenditures	154,281	190,986	175,415	168,487	-11.8%
Engineering reflected directly in another program or CIP project	(27,131)	(30,000)	(30,000)	(30,000)	
Net Expenditures	127,150	160,986	145,415	138,487	-14.0%
Funding Sources:					
MPO Reimbursement	51,004	66,614	63,716	63,674	-4.4%
Road Use Tax Fund	76,146	94,372	81,699	74,813	-20.7%
Total Funding Sources	127,150	160,986	145,415	138,487	-14.0%
Personnel - Authorized FTE	1.45	1.45	1.45	1.45	

TRAFFIC ENGINEERING

Highlights:

Near the end of FY 13/14 staff began installation of **permanent count stations**, which will provide hourly traffic data for inputs into the regional traffic model, traffic safety estimation and forecasting, as well as use in the citywide pavement management system. Installation of 26 permanent count stations has been finalized in the first half of FY 14/15. Installation of another 10 to 12 count stations is anticipated in FY 15/16, which will complete the second and final phase of this project.

Traffic Engineering staff continues to work with other members of the Public Works Engineering Division on the design of major intersection, shared use path, and roadway improvements throughout the city of Ames. **Transportation projects** include roadway rehabilitation and reconstruction, intersection improvements, pedestrian/shared use path improvements, traffic calming measures, as well as roadway improvements required by new commercial, industrial, and residential developments within the city. The completed Traffic Calming Toolkit is used by staff to ensure that measures are used in accordance with engineering standards.

Traffic Engineering seasonal temporary employees are included in this area of the operating budget to help with the numerous traffic studies, including gathering traffic counts and turning movements. The interns also help with gathering data for traffic calming requests and working on various GIS-related projects. This activity has seen decreases in the last couple fiscal years as more and more work has become billable to various capital improvement projects. There is a resulting decrease in the Personal Services for this activity and corresponding shift to Traffic Maintenance.

Traffic Engineering staff in FY 13/14, and continuing in FY 14/15, has been working to update the Ames Metropolitan Planning Organization (MPO) **Long-Range Transportation Plan**. The update will include numerous public input meetings and data collection/analysis. The updated plan is required to be adopted by October 2015.

The City has implemented a GIS-based **pavement management system**. To develop the system, automated data collection of information on cracking, rutting, roughness, potholes and rideability is performed on an annual basis. Additionally, high resolution video of the road right-of-way is captured periodically. As part of the asset management initiative, the Iowa Department of Transportation is now paying to collect and provide Ames the system data. This is a savings of approximately \$27,500 to the City in FY 13/14.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of other citizen contacts	570	600	625	650
# of meetings with ISU students on class projects	15	30	40	45
# of parking waivers processed	30	44	50	55
# of block party requests reviewed	48	69	75	80
# of oversized load permits reviewed	88	127	140	160
# of traffic engineering studies	8	15	25	30
Efficiency and Effectiveness:				
Average time to respond to citizens (days)	3.5	3.75	4	4

ANIMAL CONTROL

The Animal Sheltering/Control activity provides impoundment and sheltering for domestic animals found within the City. Animals are also accepted from pet owners who wish to terminate their ownership without euthanasia or abandonment. An adoption service is provided for persons seeking pets. The division enforces municipal ordinances and state laws related to animals. The division also deals with some urban wildlife conservation and relocation. Animals suspected of having rabies are handled by this division as well.

The Animal Shelter is open to the public for visitation 30 hours per week and by appointment. An animal control officer is available for response ten hours per day on weekdays and eight hours per day on weekends. Limited after hours emergency services are also provided. Sheltered animal care is provided each day, every day.

The division continues programming in humane education, children and animal safety, training and behavioral problem-solving tips, keeping pets home and safe, volunteerism, pets for seniors, low-income spay/neuter funding, and nuisance wildlife education.

Service Objectives:

- ✓ Manage animal related conflicts within the City
- ✓ Manage emergency response where animals are involved
- ✓ Collaborate in animal related problem solving
- ✓ Assist citizens in responding to wildlife issues
- ✓ Provide public education on both domestic animal and wildlife concerns
- ✓ Enhance prevention programming and outreach
- ✓ Effectively manage donations
- ✓ Provide safe and humane animal sheltering facilities and provide adoptions and re-home services

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	283,083	284,892	273,735	286,661	0.6%
Contractual	57,120	55,757	59,156	61,272	9.9%
Commodities	21,779	19,075	23,100	18,300	-4.1%
Capital	18,683	26,740	50,340	-	
Total Expenditures	380,665	386,464	406,331	366,233	-5.2%
Funding Sources:					
Animal Impounding Fees	17,407	19,000	19,000	20,000	5.3%
Animal Shelter Donations	32,396	37,690	59,615	9,850	-73.9%
Miscellaneous	-	-	-	-	
Revenue Subtotal	49,803	56,690	78,615	29,850	
General Fund Support	330,862	329,774	327,716	336,383	2.0%
Total Funding Sources	380,665	386,464	406,331	366,233	-5.2%
Personnel - Authorized FTE	3.90	3.90	3.90	3.90	

ANIMAL CONTROL

Highlights:

Animal Control is a set of essential public and animal safety services provided to the community. This activity protects people from stray and dangerous animals, defends animals from inhumane treatment, provides a safe refuge for lost and unwanted pets, ensures the safety of our community by field enforcement and rabies control, provides public education on animal issues, assists in neighborhood problem solving, and provides many other public services to help people and their animals. One of the most significant accomplishments is the live release rate of animals entering and leaving the shelter. Over 95% of all domestic animals received at the Shelter are reclaimed by their owners or adopted into new homes.

The Animal Control staff acquired a state of the art shelter management software **database (Chameleon)** to track all animals, requests for field services, donors, fiscal operations and customer data in a single application. The new database will increase productivity, provide accurate statistical data, increase donor recognition, improve field response times and maintain historical data regarding field enforcement activities, dangerous animals and animals cared for at the Animal Shelter. The primary source of funding for the new software was a private foundation grant. The grant was supplemented by local donations.

The Animal Shelter **volunteer program** was revitalized to help achieve optimal outcomes. The new and improved program provides for consistent volunteer opportunities and enhanced animal care. Volunteers assist with shelter operations such as caring for shelter pets, providing behavior enrichment, socializing and exercising animals, sanitizing kennel housing quarters and maintaining a clean and welcoming environment for the community.

Facility enhancements continue as we **improve our animal housing** areas. In FY 2014/15, the aging cat kennels were replaced with modern, safe and disease resistant kennels. The budget includes \$26,000 to improve the aging and inefficient dog kennels. A \$5,000 grant enabled the shelter to modernize dog play areas adjacent to the shelter building by adding fence jumping protectors and other amenities. Other enhancements included painting the get acquainted room, socialization room, and the front office, and providing shade material for the dog play yards. The grant also included an additional \$5,000 in dog food donations.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Animals through the program (all live animals)	793	781	790	805
Adoptions and owner reclaims	616	626	630	640
Wildlife received	115	117	125	130
Requests for field services	2,550	2,595	2,625	2,700
Carcass disposals	244	238	255	275
Citations issued	24	35	35	35
Trap permits	21	16	20	20
Public talks and tours	12	12	12	12
Efficiency and Effectiveness:				
Adoptions/owner reclaims as %	94%	95%	95%	95%

OTHER COMMUNITY PROTECTION

This program accounts only for electricity for street lights, while electricity for traffic signals is accounted for in the sign and signal maintenance activity. A small amount is included in this activity for civil defense system maintenance by the Electric Distribution crews.

There is a noticeable increase in Contractual Expenditures from FY 2014/15 to 2015/16. The increase is due to charges for electricity and maintenance of street lights, which have gone up as additional street lights are added in new subdivisions within the city.

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	5,135	7,500	7,500	7,500	0.0%
Contractual	731,755	724,000	736,000	784,000	8.3%
Commodities	2,937	3,000	3,000	3,000	0.0%
Total Expenditures	739,827	734,500	746,500	794,500	8.2%
Funding Sources:					
General Fund-Street Lights	731,103	720,000	732,000	780,000	8.3%
General Fund-Civil Defense	8,724	14,500	14,500	14,500	0.0%
Total Funding Sources	739,827	734,500	746,500	794,500	8.2%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	
	2013/14	2014/15	2014/15	2015/16	
	Actual	Adopted	Adjusted	Mgr Rec	
Sirens					
City	15	16	16	17	
Iowa State University	5	5	5	5	
Street Lights					
City Owned			6,372	6,442	
Midland Owned			11	11	
Alliant Owned			23	23	

PUBLIC SAFETY CIP

Activity Description:

This is a summary of all the Public Safety related capital improvements. The major improvements are detailed in the five-year Capital Improvements Plan.

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Fire:					
FEMA - Mobile Data Terminals	19,710	-	5,433	-	
Fire Station Improvements	25,066	-	28,204	-	
SCBA Equipment	-	145,175	145,175	145,175	
Miscellaneous Donations	41	-	-	-	
Sub-Total	44,817	145,175	178,812	145,175	
Police:					
Police CAD/Dispatching	-	-	40,328	-	
Mobile Data Terminals	-	-	13,912	-	
Sub-Total	-	-	54,240	-	
Electric:					
Outdoor Storm Warning System	-	40,000	40,000	40,000	
Sub-Total	-	40,000	40,000	40,000	
Traffic/Engineering:					
Transportation Studies	125,609	50,000	504,536	50,000	
Traffic Signal Program	426,185	250,000	583,911	400,000	
Dotson/L'Way Intersection	536,664	-	414,727	-	
Franklin/L'Way Intersection	-	125,000	125,000	1,200,000	
Squaw Creek Footbridge	3,854	-	-	-	
RR Median Improvements	-	-	-	-	
Skunk River Trail	14,663	-	1,559,545	-	
Oakwood Road Shared Path	1,162	-	73,101	-	
South Duff Shared Path	-	100,000	100,000	-	
Shared Use Path Lighting/Signs	-	-	17,054	-	
Traffic Count Stations	-	-	223,750	-	
Multi-Modal Improvements	1,435	7,000	102,565	88,000	
Camera Detection Retrofits	58,856	-	-	-	
Traffic Calming Program	-	-	73,500	45,000	
Accessibility Enhancements	-	-	-	150,000	
Regional Transportation Counts	-	-	-	125,000	
Sub-Total	1,168,428	532,000	3,777,689	2,058,000	
Total Public Safety CIP	1,213,245	717,175	4,050,741	2,243,175	212.8%



UTILITIES

LIBRARY INTERIOR RENOVATION



UTILITIES

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UTILITIES

Program Description:

The City of Ames utilities provide the community with dependable service for solid waste disposal, sewage disposal, water, and electricity. The utilities maintain accurate records whereby costs are recovered through effective rate structuring. The utilities work with Ames citizens and industries in developing conservation methods. Resource Recovery provides citizens with a safe and cost effective means of disposing of trash and wastes. The Water Operations program provides the community with clean, fresh water in amounts that meet present and future needs. Storm Sewer Maintenance provides for maintenance of the storm sewer system. The storm water collection system prevents infiltration into the sanitary sewer system to preserve line capacity and sewage treatment plant capacity. Water Pollution Control provides for the collection and treatment of wastewater in compliance with federal and state regulations to ensure public health. Electric Operations provides Ames citizens with electricity, distribution of electricity, metering of customer usage and administration of the system. Utility Support Services includes metering and lab support for Water and Water Pollution Control, water and sewer line maintenance by the Public Works Department, and the billing and collection of utility charges by Utility Customer Service.

	2013/14	2014/15	2014/15	2015/16	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Resource Recovery	3,556,391	3,730,439	3,724,588	3,793,759	1.7%
Water Operations	2,808,308	2,971,583	2,916,730	2,962,531	-0.3%
Storm Sewer Maintenance	230,684	207,579	251,155	252,189	21.5%
Water Pollution Control	2,517,843	2,840,560	2,836,003	2,919,830	2.8%
Electric Services	48,023,791	49,880,481	49,827,393	51,383,447	3.0%
Utility Support Services	4,261,018	4,268,403	4,431,998	4,569,869	7.1%
Total Operations	61,398,035	63,899,045	63,987,867	65,881,625	3.1%
Utilities CIP	18,096,770	63,594,850	68,060,521	69,061,900	8.6%
Total Expenditures	79,494,805	127,493,895	132,048,388	134,943,525	5.8%
 Personnel - Authorized FTE	 158.83	 158.76	 159.61	 159.61	

UTILITIES

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	15,370,641	15,980,572	15,981,444	16,761,245	4.9%
Contractual	28,031,130	26,980,064	27,929,721	33,075,187	22.6%
Commodities	17,221,366	20,093,718	19,180,282	15,309,121	-23.8%
Capital	679,300	752,000	806,623	641,500	-14.7%
Other	95,598	92,691	89,797	94,572	2.0%
Total Operations	61,398,035	63,899,045	63,987,867	65,881,625	3.1%
Utilities CIP	18,096,770	63,594,850	68,060,521	69,061,900	8.6%
Total Expenditures	79,494,805	127,493,895	132,048,388	134,943,525	5.8%
Funding Sources:					
Resource Recovery Fund	3,556,391	3,730,439	3,724,588	3,793,759	1.7%
Water Utility Fund	4,882,519	4,913,750	5,006,037	5,104,410	3.9%
Storm Sewer Utility Fund	232,734	209,979	253,555	254,589	21.2%
Sewer Utility Fund	4,013,406	4,440,044	4,471,065	4,605,529	3.7%
Electric Utility Fund	48,695,653	50,586,933	50,515,822	52,107,338	3.0%
Project Share Donations	17,332	17,900	16,800	16,000	-10.6%
Operations Funding	61,398,035	63,899,045	63,987,867	65,881,625	3.1%
Utilities CIP Funding:					
GO Bonds	1,424,923	600,000	3,332,957	2,644,000	340.7%
Special Assessments	231,103	-	115,591	-	
State Revolving Fund	5,365,147	31,667,000	28,890,280	31,381,000	-0.9%
Resource Recovery Fund	445,147	430,850	838,924	365,900	-15.1%
Water Utility Fund	1,596,833	2,055,000	3,152,808	3,858,000	87.7%
Sewer Utility Fund	1,230,994	1,892,000	5,149,126	3,397,000	79.6%
Storm Sewer Utility Fund	826,889	500,000	2,507,226	1,286,000	157.2%
Electric Utility Fund	6,975,734	26,450,000	24,073,609	26,130,000	-1.2%
CIP Funding	18,096,770	63,594,850	68,060,521	69,061,900	8.6%
Total Funding Sources	79,494,805	127,493,895	132,048,388	134,943,525	5.8%

RESOURCE RECOVERY

The City of Ames and surrounding communities are served by the Arnold O. Chantland Resource Recovery Center. Communities sharing in this endeavor are **Cambridge, Gilbert, Huxley, Kelley, Maxwell, McCallsburg, Nevada, Roland, Slater, Story City, Zearing, and unincorporated Story County.**

Costs to these communities are figured on a per capita basis using 2010 census figures. Operations include separating combustible material and processing it into refuse-derived fuel (RDF). The RDF is sold as a supplemental fuel to the electric utility. The remaining material has been contract-hauled to the Boone County Landfill since July 1992 (the City of Ames closed its landfill on June 20, 1992). Ferrous and non-ferrous metals are also separated and sold on the scrap market for recycling. Plant maintenance is generally conducted during an annual two-week downtime to perform major repairs in addition to the daily routine maintenance and repairs. Yard waste activities involve the source separation and contracted composting/land application of "yard waste" (leaves, grass, tree limbs, etc.). In 2006, glass recycling was added to the recycling options provided by the plant. Household hazardous materials (HHM) collection began in 1998 with local events, and has progressed to Wednesday afternoon appointments for residents to dispose of their waste. Tires are accepted for a fee and recycled through a national tire recycling company. Compact fluorescent and incandescent light bulbs are accepted at no charge for recycling. A new bin has been placed on the tipping floor for used American flag collection, as well as a locked container specifically for sharps (needles, lancets, etc.) collection. Waste oil and batteries are also accepted for recycling.

Service Objectives:

- ✓ Provide an environmentally sound and socially responsible method of solid waste disposal
- ✓ Continue to accept any fluorescent or incandescent light bulbs for proper disposal
- ✓ Continue researching possible bio-energy connections with the Power Plant
- ✓ Maintain the Household Hazardous Materials (HMM) program
- ✓ Maintain locked bin for sharps on tipping floor
- ✓ Provide used American flag collection for proper disposal
- ✓ Provide refuse derived fuel to the Power Plant as an alternative fuel source to coal
- ✓ Continue to accept lead-acid batteries for proper recycling
- ✓ Maintain positive relationships with member agencies
- ✓ Provide yard waste disposal for Story County residents
- ✓ Continue to expand glass recycling
- ✓ Maintain the closed landfill
- ✓ Continue to accept waste oil for recycling
- ✓ Maintain tire recycling program
- ✓ Continue community connections through school science fairs, service club presentations, and facility tours
- ✓ Maintain 70% recycle/re-use of municipal solid waste

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	1,332,556	1,373,323	1,356,301	1,414,378	3.0%
Contractual	1,882,728	2,034,504	2,038,088	2,046,819	0.6%
Commodities	331,514	319,827	327,414	294,777	-7.8%
Capital	-	-	-	35,000	
Other	9,593	2,785	2,785	2,785	0.0%
Total Expenditures	3,556,391	3,730,439	3,724,588	3,793,759	1.7%
Funding Sources:					
Resource Recovery Fund	3,556,391	3,730,439	3,724,588	3,793,759	1.7%
Total Funding Sources	3,556,391	3,730,439	3,724,588	3,793,759	1.7%
Personnel - Authorized FTE	15.00	15.00	15.00	15.00	

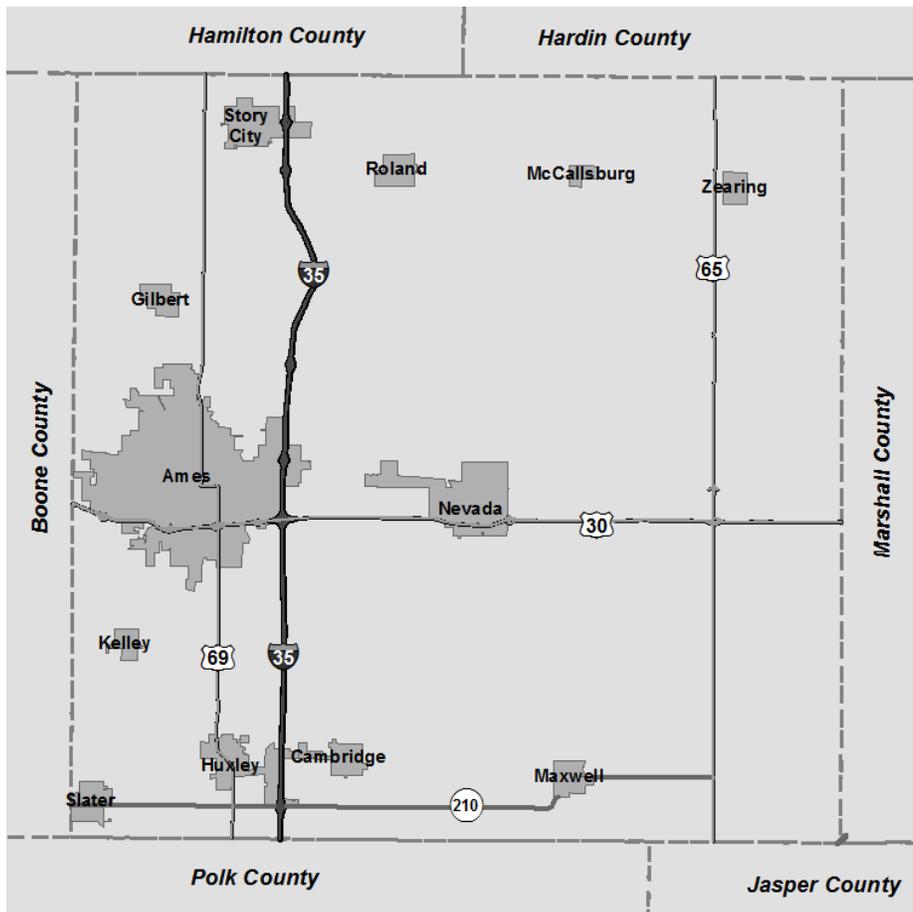
RESOURCE RECOVERY

Highlights:

The **per capita rate** for our partner cities and Story County will remain at \$9.10 for FY 2015/16. **Tipping fees** for municipal solid waste will remain at \$52.75/ton; the rate for cars and passenger vans will remain at \$8.00, and pickups and vehicles with trailers will remain at \$22.00. Except for the per capita rate, all rates have been maintained since FY 2002/03. The per capita rate was last adjusted (decreased) in FY 2012/13.

The City's power generation system went through many short- and long-term maintenance projects during 2012/13 and 2013/14. A return on investment was seen with all of the maintenance and modifications the power plant accomplished. The direct impact to RRP was that power plant availability improved by 53%, allowing for an additional 3,000 tons (+2.7% due to community growth) of municipal solid waste (MSW) to be processed, and improved refuse-derived fuel (RDF) throughput of an additional 3,000 tons (+6.7%).

Twelve of our thirteen partner communities, as well as ISU and Story County, signed new 28E agreements, extending their commitment to sustainable and environmentally sound disposal of MSW for another 20 years. The city of Colo opted not to renew, and will now be burying its waste in the Marshall County landfill.



RESOURCE RECOVERY

Highlights, continued:

Our tipping floor receives approximately 240 trucks per week, as well as the constant wheel loader traffic, slowly eroding the surface so that after a year of this activity the wire reinforcement is showing through. Resurfacing the floor involves cleaning the floor of all waste, milling the asphalt down to the substrate, washing the surface with water and then drying, and finally applying a new coat of asphalt. The new surface was applied during a maintenance outage.



The 1995 Air Density Separator (ADS) and Primary Dust System (PDS) vessels were removed and replaced during the outage. Due to high moisture content of the material, corrosion eats away the vessel structure. The other two vessels are scheduled for replacement in 2018.



RESOURCE RECOVERY

Highlights, continued:

Conveyor #4 (installed in 1995) was removed and replaced with a conveyor designed and fabricated by RRP staff. The conveyor and tail pulley were a plugging point; staff widened the tail pulley, made the conveyor flat, and modified the original design to improve flow characteristics, resulting in reduced downtime and maintenance.



With the continued increase of waste generated within the community, and the potential for reduced annual combustion of RDF by the Power Plant's conversion to natural gas, we are evaluating if gasification could provide new base load electricity, reduce the electric utility's operating costs, reduce the amount of material landfilled, and increase the tons of material RRP could recover on a monthly and annual basis.

In 2013, a slow speed, high torque shredder was installed, replacing the original primary shredder. This had a positive impact on electrical consumption, and resulted in a custom rebate of \$100,000 from the Electric Utility. This installation also came with a few unforeseen drawbacks: we have experienced much more plastic and paper trapped in the ferrous metal product, producing additional contamination. This, in turn, has affected the market price of the product. After many months of operation, staff established an improved and aggressive maintenance plan to combat the oversized, stringy product being produced. Once the staff began weekly maintenance activities versus bi-weekly, enhanced performance was seen with product consistency and throughput. Additional enhancements to the until will be made to continue improving the RDF quality.

New videos were produced and are played on the City's Channel 12:

- How to Use the Resource Recovery Plant (residential)
- How to Use the Resource Recovery Plant (commercial; safety video)
- How to Use the Household Hazardous Materials Program
- The Resource Recovery System Glass Program

RESOURCE RECOVERY

Highlights, continued:

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Tons of refuse into plant (tons available)	53,349	54,750	55,000	55,000
Tons of refuse processed	48,244	43,930	46,750	49,500
Tons of RDF to Power Plant	30,956	27,878	29,000	30,000
Tons of glass recycled	162	172	170	170
Tons of metal recycled	2,237	2,096	2,200	2,200
Pounds of HHM* collected	17,604	21,167	20,000	20,000
ISU tons into plant	3,735	3,323	3,300	3,300
Average # of vehicles/free yard waste day	955	943	950	950
Efficiency and Effectiveness:				
% of available materials processed	90%	80%	85%	90%
Tons processed/operation hour	22.13	22.00	22.00	22.00
Processing costs/processed tons (including ISU)	\$68.34	\$51.87	\$56.94	\$59.32
Total expenses/processed tons (including ISU)	\$71.96	\$80.96	\$85.61	\$87.59
Reject disposal rate/ton (Boone County)	\$44.50	\$44.50	\$44.50	\$45.50
% of processed materials that are sent to the landfill as rejects	28%	28%	30%	30%
Reject transportation rate/ton	\$14.28	\$14.19	\$15.00	\$15.00
Average cost/user free yard waste day	\$4.85	\$3.81	\$3.79	\$3.79

* Household Hazardous Materials

WATER OPERATIONS

Activity Description:

The water utility provides safe, economical drinking water to the community. The utility provides potable water according to state regulations pertaining to “drinking water standards” enforced by the Department of Natural Resources. Water is provided to industrial, commercial, and residential users within the community. Water sales began in 1997 to a rural water system serving areas north and west of Ames. Production draws raw water from wells located in the underground aquifer serving Ames, and also includes drought contingency management to maintain capacity of the wellfields. Treatment processes water to meet standards set for the State of Iowa and includes disposal of residuals in an approved manner. Pumping provides water to the distribution system and two water towers which help maintain sufficient water pressure for the community. A second pressure zone, including a pumping station and another water tower, was implemented in 2003 to improve service in southwest Ames.

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Activities:					
Administration	622,329	665,999	677,642	702,953	5.6%
Production	334,108	372,567	369,143	359,591	-3.5%
Treatment	1,529,228	1,634,640	1,573,009	1,619,728	-0.9%
Pumping	322,643	298,377	296,936	280,259	-6.1%
Water Operations	2,808,308	2,971,583	2,916,730	2,962,531	-0.3%
Personnel - Authorized FTE	12.88	12.88	11.88	11.88	
	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	1,226,779	1,265,137	1,220,711	1,274,815	0.8%
Contractual	1,063,817	1,149,165	1,134,649	1,109,144	-3.5%
Commodities	509,742	542,245	543,071	576,405	6.3%
Capital	3,488	13,000	16,323	-	-100.0%
Other	4,482	2,036	1,976	2,167	6.4%
Total Expenditures	2,808,308	2,971,583	2,916,730	2,962,531	-0.3%
Funding Sources:					
Water Utility Fund	2,808,308	2,971,583	2,916,730	2,962,531	-0.3%
Total Funding Sources	2,808,308	2,971,583	2,916,730	2,962,531	-0.3%

WATER ADMINISTRATION

This activity involves overall management of the water utility, except for the distribution system and customer services/billing functions. It includes source management, pumping from the wells, water treatment and residuals disposal, finished water storage, pumping to service, storage in the distribution system, laboratory and maintenance support, customer metering, research coordination, security activities, water conservation, and backflow prevention.

Service Objectives:

- ✓ Provide administrative oversight for the department
- ✓ Provide engineering and technical assistance to the divisions
- ✓ Plan for and prepare the department to meet the future needs of the utility
- ✓ Proactively promote the value of water conservation
- ✓ Develop and administer the overall water treatment budget
- ✓ Coordinate the implementation of utility security measures
- ✓ Develop and implement the Capital Improvements Plan for the Water Utility (excluding distribution system improvements)
- ✓ Prepare the annual Consumer Confidence Report

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	508,115	548,923	549,731	576,529	5.0%
Contractual	103,966	112,106	120,085	120,374	7.4%
Commodities	6,760	4,970	7,826	6,050	21.7%
Capital	3,488	-	-	-	
Total Expenditures	622,329	665,999	677,642	702,953	5.6%
Funding Sources:					
Water Utility Fund	622,329	665,999	677,642	702,953	5.6%
Total Funding Sources	622,329	665,999	677,642	702,953	5.6%
Personnel - Authorized FTE	4.88	4.88	4.88	4.88	

WATER ADMINISTRATION

Highlights:

With a successful bid opening in late 2014, work on the **new Water Treatment Plant** has entered the construction phase. The contract date for substantial completion, meaning the facility can be utilized for its intended purpose, is May 17, 2017. Final completion is required by August 17, 2017. Installation of the interconnecting piping will take place during 2015 and early 2016.

Personal Services expenses in the latter part of FY 2013/14 and the early part of FY 2014/15 were down due to **vacancies in authorized positions**. All positions have now been filled, and the expenses are projected to return to normal levels in FY 2015/16. The operating budget includes **funding for a second engineering intern** to assist with construction observation activities for various projects.

Promotion of the importance of conserving drinking water continues in the proposed budget with the ongoing **Smart Water Conservation Program**. Much of the work in the program is performed by Iowa State University interns in partnership with the Public Relations Officer.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
High Service Pumpage, BGY ¹	2.09	2.13	2.15	2.15
CIP project load, \$ million	2.355	3.260	23.556	29.405
Efficiency and Effectiveness:				
Typical single-family water bill (600 cf/mo ¹), \$	21.66	22.98	22.98	22.98
Iowa comparables ² , \$	22.17 ³	22.98	24.12	26.41 ³
Typical commercial bill (10,000 cf/mo ¹), \$				
Summer (4 months)	294.84	312.24	312.24	312.24
Winter (8 months)	234.84	249.24	249.24	249.24
Iowa comparables ² , \$	248.13 ³	261.26	320.00	350.40 ³

¹ BGY = billion gallons per year; cf/mo = cubic feet per month

² Median of Iowa Cities >10,000 population with lime softening facilities

³ Estimated based on recent trends (2007-2013)

WATER PRODUCTION

This activity involves the pumping of untreated water from wells which is treated for human consumption (potable). A total of 22 wells are currently available for potable supply. All wells draw from the South Skunk River/Squaw Creek buried channel aquifers, which consist of glacial sand and gravel formations at depths of 90-160 feet. Under drought conditions, capacity of the aquifer is limited; but it can be supplemented through artificial recharge by pumping from Ada Hayden Heritage Park lakes or Peterson Pits and creating a holding pond at the low-head dam in River Valley Park.

Service Objectives:

- ✓ Provide a developed source water supply capable of meeting peak water demands under moderate drought conditions
- ✓ Monitor groundwater levels, allowing individual well pumping to be managed at a sustainable rate
- ✓ Rehabilitate wells on a regular schedule to maintain capacity
- ✓ Provide protection of the source water supply from contamination
- ✓ Blend water from multiple wells to maximize treatment efficiency and energy efficiency

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	84,743	87,047	87,197	90,424	3.9%
Contractual	237,235	278,484	272,970	255,000	-8.4%
Commodities	7,648	5,000	7,000	12,000	140.0%
Capital	-	-	-	-	
Other	4,482	2,036	1,976	2,167	6.4%
Total Expenditures	334,108	372,567	369,143	359,591	-3.5%
Funding Sources:					
Water Utility Fund	334,108	372,567	369,143	359,591	-3.5%
Total Funding Sources	334,108	372,567	369,143	359,591	-3.5%
Personnel - Authorized FTE	1.00	1.00	1.00	1.00	

WATER PRODUCTION

Highlights:

After two consecutive years of drought conditions, the spring and summer of 2014 provided some much needed precipitation. The previous two summers, Water Plant staff was not able to consistently operate all of the production wells because of low groundwater conditions. Precipitation in 2014 dropped water demand and helped **replenish the underground water supply**.

In order to preserve the capacity of the 22 existing wells, a program of **routine well rehabilitation** is included in the operating budget. Every well is rehabilitated every five years, with four or five wells being reconditioned every fiscal year. Only four wells are scheduled for FY 2015/16, accounting for the drop in contractual expenses.

Recently, **water quality changes** have been observed in Well #22 (located south of Lincoln Way, in the flood plain west of Skunk River), with the water hardness spiking to a level that makes the well nearly unusable. An investigation into the cause will be undertaken to determine whether this is a temporary anomaly, or if it could be indicative of a plume that is migrating towards the other wells in the Southeast Well Field. This investigation will be funded out of the Source Water Protection CIP project.

Each month, Water Plant staff manually records dozens of data points from the wells, pump stations, and elevated tanks, and compiles the data into a series of monthly reports. With assistance from Public Works staff, the data collection process now utilizes **GIS and wireless technology** to help streamline the process.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Potable supply – No. of wells	22	22	22	22
Average day pumpage, MGD*	5.9	6.1	6.2	6.2
Peak-day pumpage, MGD	10.0	9.8	9.9	9.9
Total raw water pumpage, BGY*	2.17	2.24	2.25	2.27
Estimated raw water capacity, MGD	13.5	13.5	13.5	13.5
Number of wells rehabilitated	5/22	5/22	4/22	5/22
 Efficiency and Effectiveness:				
Electrical efficiency				
kW-hr/million gallons pumped*	665	657	657	657
Average day of peak month, MGD	7.62	7.53	7.57	7.61

* MGD = million gallons per day; BGY = billion gallons per year; kW-hr = kilowatt-hour

WATER TREATMENT

This activity involves treatment of well water to potable standards of quality. A closely related goal is to meet all applicable state and federal standards. The raw water from city wells has a noticeable sulfur odor, high dissolved iron content, and a high level of dissolved minerals (i.e. hardness >25 grains). Treatment eliminates the sulfur odor, reduces iron to a trace, and reduces hardness to approximately 10 grains. Residuals (solids) remaining after treatment are diverted to lime storage lagoons. Final disposal of these residuals is by land application to agricultural ground to adjust the soil pH as a means to maximize nutrient uptake by crops.

Service Objectives:

- ✓ Provide drinking water that meets all federal and state standards
- ✓ Make efficient use of treatment inputs (chemicals, energy)
- ✓ Provide water that meets the aesthetic expectations of our customers (taste, odor, appearance)
- ✓ Maintain a treatment plant capacity capable of meeting the peak three-day average demand
- ✓ Dispose of lime softening residuals in an environmentally sound, cost-effective manner

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	549,180	542,120	496,586	517,438	-4.6%
Contractual	490,001	565,895	556,828	550,085	-2.8%
Commodities	490,047	526,625	519,595	552,205	4.9%
Capital	-	-	-	-	
Total Expenditures	1,529,228	1,634,640	1,573,009	1,619,728	-0.9%
Funding Sources:					
Water Utility Fund	1,529,228	1,634,640	1,573,009	1,619,728	-0.9%
Total Funding Sources	1,529,228	1,634,640	1,573,009	1,619,728	-0.9%
Personnel - Authorized FTE	6.00	6.00	5.00	5.00	

WATER TREATMENT

Highlights:

Maintenance activities at the Water Treatment Plant continue to be scaled back due to the anticipated construction and start-up of the new treatment facility. Only those repairs necessary to keep the existing facility operational are being performed. Routine preventative maintenance is being continued for infrastructure that will remain in operation.

For a number of years the Water Plant has contracted to **remove lime sludge** from four storage ponds. In conjunction with construction of the new treatment plant, a much larger disposal contract was awarded for FY 2013/14 and FY 2014/15. That work is complete, and will allow the contractor building the new Water Treatment Plant to make improvements to the large lime pond.

In the spring of 2014, a new **operator internship program** was implemented, using students from Iowa State University. The students were trained over the spring and summer, and since July have operated the Water Plant on weekends. This program, modeled after similar programs in other college towns, is providing benefits for the utility, the permanent operators, the students, and eventually to the Iowa drinking water profession at large. The modest reduction in the Personal Service expenses is related to this new program, as is the decrease in the number of FTE's. A slight increase in the **projected cost of chemicals used in the treatment process** is included in FY 2015/16, contributing to a higher request for commodities.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Months in 100% compliance with regulatory standards				
Drinking water quality	12/12	12/12	12/12	12/12
Monitoring/reporting	11/12	12/12	12/12	12/12
Billion gallons/year treated	2.17	2.24	2.25	2.27
Number of visitors touring Water Plant	456	980	600	600
Efficiency and Effectiveness:				
Peak 3-day average demand, MGD*	9.08	8.88	8.92	8.97
As a % of treatment capacity	79	77	78	78
Operating budget, \$ per MG treated	1,326	1,254	1,298	1,307
Energy efficiency, kW-hr/MG* treated	275	288	288	288
Lime residual disposal, wet tons/year				
Routine Operations	31,705	23,300	28,000	28,000
Modifications for new WTP		25,200	124,000	

* MGD = million gallons per day; kW-hr/MG = kilowatt hours per million gallons

WATER PUMPING

This activity involves pumping treated water from the plant site to the water distribution system. After treatment is complete, water flows by gravity to three ground storage reservoirs on the plant site. Water is then pumped into the distribution system for delivery to individual customers. Elevated storage tanks are used to balance between high and low demand periods and also to maintain a reserve supply for fire protection.

The distribution system is split into two zones. Water pressure in the East Zone is maintained by the four pumps in the High Service Pump Station at the Water Treatment Plant and by the elevated storage tank on Bloomington Road. Pressure in the West Zone is provided by a booster pump station at State and Mortensen and by the elevated water tank on County Line Road near Highway 30.

Service Objectives:

- ✓ Maintain distribution system pressures in a general range of 50 to 90 psi
- ✓ Maintain an adequate elevated storage capacity to meet peak day demands plus sustain fire flows
- ✓ Maintain adequate disinfectant residual to provide bacterially safe drinking water

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	84,741	87,047	87,197	90,424	3.9%
Contractual	232,615	192,680	184,766	183,685	-4.7%
Commodities	5,287	5,650	8,650	6,150	8.9%
Capital	-	13,000	16,323	-	
Total Expenditures	322,643	298,377	296,936	280,259	-6.1%
Funding Sources:					
Water Utility Fund	322,643	298,377	296,936	280,259	-6.1%
Total Funding Sources	322,643	298,377	296,936	280,259	-6.1%
Personnel - Authorized FTE	1.00	1.00	1.00	1.00	

WATER PUMPING

Highlights:

Fiscal Year 2013/14 was one of extremes in water demand. August 2013 set an all-time record for the total number of gallons of water pumped during the month of August. It also had the fifth highest peak day ever, at 8.98 million gallons in a single day. In July 2014, however, water demand fell to a 20-year low for the month of July. **These extremes were a direct result of the weather patterns.** FY 2013/14 began in the midst of an extended drought situation and lawn irrigation was high. In contrast, the spring and summer of 2014 were cool and wet, which reduced the amount of irrigation significantly.

The **High Service Pump Station** will continue to be used when the new treatment plant comes on-line and maintenance activities for that facility continue. A replacement for High Service Pump Number Three will take place in FY 2015/16 as a part of the Water Plant Facility Improvements CIP project. This will provide greater flexibility for the operations staff when matching the pumping rate with the water demand.

A new capital item has been added to the FY 2014/15 request to install a **chlorine analyzer in the distribution system**. This improvement is required by the Iowa Department of Natural Resources, and will be installed in the recently renovated National Animal Disease Center pump station.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
High Service Pumpage, BGY*	2.09	2.13	2.14	2.15
Peak-day demand, MGD*	9.5	9.8	8.0	9.0
As a % of high service pump capacity	59	61	50	56
Water pumped to west zone, MGY*	323	327	329	331
As a % of total water pumped	15	15	15	15
Efficiency and Effectiveness:				
Energy efficiency, kW-hr/MG*				
High service pump station (east zone)	981	988	988	988
SAM pump station (west zone)	422	438	425	425

* BGY = billion gallons per year; MGD = million gallons per day; MGY = million gallons per year; kW-hr/MG = kilowatt hours per million gallons

STORM SEWER MAINTENANCE

The Environmental Protection Agency (EPA) Phase II Storm Water Regulations, which became effective in FY 2003/04, require the City to become more active in education, public relations, and regulation of storm water quality. The Storm Sewer Maintenance activity provides resources to comply with the maintenance and inspection requirements of these unfunded mandates.

Service Objectives:

- ✓ Provide uninterrupted storm water drainage service
- ✓ Inspect and repair storm sewer outlets, manholes, and outfalls
- ✓ Construct minor improvements

	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Personal Services	114,603	112,328	137,066	144,406	28.6%
Contractual	93,200	67,151	85,524	79,683	18.7%
Commodities	22,881	28,100	28,565	28,100	0.0%
Capital	-	-	-	-	
Other	-	-	-	-	
Total Expenditures	230,684	207,579	251,155	252,189	21.5%
Funding Sources:					
Storm Sewer Utility Fund	230,684	207,579	251,155	252,189	21.5%
Total Funding Sources	230,684	207,579	251,155	252,189	21.5%
Personnel - Authorized FTE	1.03	0.96	2.14	2.14	

STORM SEWER MAINTENANCE

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Storm Sewer Maintenance, Utility Maintenance, Right-of-Way maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values. The increases are \$9,046 for FY 2014/15 and \$12,879 for FY 2015/16.

Two unplanned repairs were performed along Ridgetop Road and Fletcher Boulevard at a cost of \$3,175 and \$4,000, respectively.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Miles of storm sewer in system (totals do not include footings and subdrains)	265	266	267	268
Percentage of miles televised	2	2	2	5
System blockages cleaned	41	33	40	40
Lineal footage cleaned and/or televised	40,885	44,973	45,000	50,000
Intakes/manholes repaired by City crews	27	31	35	35
Intakes inspected and cleaned	414	391	400	400
Storm water detention/retention facilities inspected	100	100	100	100

WATER POLLUTION CONTROL

Description and Purpose of Activity:

This activity involves the treatment of wastewater to comply with clean water standards set by the Iowa Department of Natural Resources (IDNR), after which it is discharged into the South Skunk River.

The Water Pollution Control (WPC) treatment plant began full operation in November 1989. Minor operation adjustments continue, but overall performance of the plant is excellent. This facility has not violated any discharge requirement set by IDNR during the design process since partial operation began. Current objectives are two-fold: to continue to maintain as high treatment standards as possible throughout the year and to operate and maintain the plant in the most efficient manner possible.

	2013/14	2014/15	2014/15	2015/16	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Administration	724,269	788,676	803,859	875,985	11.1%
Plant Maintenance	675,184	800,316	787,300	786,847	-1.7%
Plant Operations	1,118,390	1,251,568	1,244,844	1,256,998	0.4%
WPC Operations	2,517,843	2,840,560	2,836,003	2,919,830	2.8%
Personnel - Authorized FTE	16.87	16.87	16.87	16.87	

WATER POLLUTION CONTROL

	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Personal Services	1,521,187	1,596,864	1,557,187	1,648,331	3.2%
Contractual	814,816	1,018,596	1,051,260	1,024,649	0.6%
Commodities	159,023	195,100	196,600	195,150	0.0%
Capital	14,531	22,500	22,500	42,500	88.9%
Other	8,286	7,500	8,456	9,200	22.7%
Total Expenditures	2,517,843	2,840,560	2,836,003	2,919,830	2.8%
Funding Sources:					
Sewer Utility Fund	2,517,843	2,840,560	2,836,003	2,919,830	2.8%
Total Funding Sources	2,517,843	2,840,560	2,836,003	2,919,830	2.8%

WPC ADMINISTRATION

This activity involves overall management of the Water Pollution Control utility, except for the collection system and customer services/billing functions. It includes collection system lift stations, industrial pretreatment program, high-strength surcharge, wastewater treatment, residuals recycling, farm operations, laboratory and maintenance support, stream level monitoring/flood warning, and research coordination.

Service Objectives:

- ✓ Provide administrative oversight for the department
- ✓ Provide engineering and technical assistance to the divisions
- ✓ Plan for and prepare the department to meet the future needs of the utility
- ✓ Implement the Industrial Pretreatment Program
- ✓ Develop and implement the Capital Improvements Plan for the Water Pollution Control Plant
- ✓ Administer the High-Strength Surcharge Program
- ✓ Develop and administer the overall Wastewater Treatment budget
- ✓ Administer the Flood-Warning System
- ✓ Administer the WPC Facility NPDES permit
- ✓ Monitor legislative and regulatory changes

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	604,273	634,764	634,386	665,444	4.8%
Contractual	73,605	101,312	114,417	109,441	8.0%
Commodities	34,617	45,100	46,600	49,400	9.5%
Capital	3,488	-	-	42,500	
Other	8,286	7,500	8,456	9,200	22.7%
Total Expenditures	724,269	788,676	803,859	875,985	11.1%
Funding Sources:					
Sewer Utility Fund	724,269	788,676	803,859	875,985	11.1%
Total Funding Sources	724,269	788,676	803,859	875,985	11.1%
Personnel - Authorized FTE	5.87	5.87	5.87	5.87	

WPC ADMINISTRATION

Highlights:

Changing environmental regulations continue to play a dominant role in the workload of the administrative staff and pose a degree of uncertainty when trying to forecast revenue needs and rate increases more than a few years into the future. Staff is anticipating a requirement to perform a **Nutrient Reduction Feasibility Study** when the Water Pollution Control Facility’s NPDES permit is renewed again in the fall of 2015. Funds are being requested (\$10,000) in FY 2014/15 for outside assistance with the current NPDES permit renewal. The 2015 permit will likely be followed by a requirement to construct a major nutrient removal upgrade to the facility as a condition of the 2020 permit renewal.

Expenses for maintenance of the **Flood Early Warning System** are included in the WPC Administration operating budget. The system is operated under a 28E intergovernmental cooperation agreement, where the expenses are shared by Iowa State University (40%), Story County (10%), and the Iowa Department of Transportation (10%). The remaining 40% is funded by the City of Ames out of the Sewer Fund. The existing communication and data logging equipment is several generations old and replacement parts are no longer compatible with the current equipment. As a result, funds are budgeted in FY 2015/16 (\$35,000) for an **upgraded communication system** for the flood warning system, subject to concurrence by the other funding partners.

Budget increases for Personal Services are a result of having the Administration Division fully staffed again. Operating expenses for the **WPC farm** are included in this program area. While the farm is essential to the facility’s biosolids disposal operation, it is nice to know that the cost of operating the farm (\$64,450 in FY 2015/16) is more than offset by the revenue generated (estimated at \$134,000 in FY 2015/16).

With the initiation of the **Fats, Oils, and Grease Control Program**, \$3,000 is included in both fiscal years for distribution of informational materials to restaurants and other stakeholders.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Wastewater treated, BGY*	2.093	1.936	2.500	2.500
Peak day, MGD*	16.1	13.075	20.0	20.0
Industrial Pretreatment Program				
Number of pretreatment permits	15	15	16	16
Number of pretreatment inspections	9	9	9	9
Number of “Notices of Violation” issued	17	31	95	20
CIP project load, \$ million	2.028	2.288	3.350	3.514
Efficiency and Effectiveness:				
Typical single-family sewer bill (600 cf/mo*), \$	21.92	23.90	25.86	25.86
Median of IA cities >10,000 population, \$	24.77	26.38	26.85	29.37
Typical commercial sewer bill, \$				
(10,000 cf/mo*)	229.66	250.44	271.20	271.20
Median of IA cities >10,000 population, \$	260.87	277.48	351.03	384.03

* BGY = billion gallons per year; MGD = million gallons per day; cf/mo = cubic feet per month

WPC PLANT MAINTENANCE

This activity involves the maintenance program for the WPC Plant and equipment, four collection system lift stations, and biosolids recycling operations. Solids (residuals) removed during the treatment process are treated and recycled to cropland for the nutrient and soil conditioning benefits. Additional responsibility includes installation and maintenance of the early flood-warning system for the City of Ames.

Service Objectives:

- ✓ Protect the community's investment in wastewater treatment by maintaining the existing plant infrastructure
- ✓ Maintain the flood-warning infrastructure for precipitation and stream level monitoring
- ✓ Administer the Land Application Program in an environmentally sound manner and in compliance with the facility's NPDES permit

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	380,284	408,043	370,216	402,067	-1.5%
Contractual	178,716	248,273	273,084	244,780	-1.4%
Commodities	116,184	144,000	144,000	140,000	-2.8%
Capital	-	-	-	-	
Total Expenditures	675,184	800,316	787,300	786,847	-1.7%
Funding Sources:					
Sewer Utility Fund	675,184	800,316	787,300	786,847	-1.7%
Total Funding Sources	675,184	800,316	787,300	786,847	-1.7%
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

WPC PLANT MAINTENANCE

Highlights:

The Water Pollution Control Facility has now been in service for more than 25 years. Many of the electrical, mechanical, and HVAC systems have reached the end of their useful life. A **Long Range Facility Plan** completed in 2012 outlined a 20-year plan for reinvesting in the facility, based on prioritizing the needs while balancing the expenses between fiscal years. As many of these maintenance needs are large dollar projects, they are included in the Capital Improvements Plan instead of the operating budget.

The reduction in Personal Services is due to a vacancy early in the current fiscal year that has now been filled. The increase in Contractual Expenses in FY 2014/15 is to purchase replacement elbows for **pipng in the Raw Water Pump Station** (\$55,000). The installation of the elbows will be handled through the WPC Facility Improvements CIP project in FY 2015/16. The expense is partially offset by the elimination of a planned trickling filter pump repair that is no longer necessary after resolving a contractual issue with the pump manufacturer.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Biosolids recycling				
Total quantity disposed, tons/year	1,229	991	600	600
Grit recycling				
Total quantity disposed, tons/year	143	200	150	150
Methane gas production				
Million cubic feet/year (estimated)	21.9	23.3	24	24
Efficiency and Effectiveness:				
Energy efficiency				
kW-hr/MG* treated	2,508	2,669	2,075	2,075
On-site production, 1,000 kW-hr/yr*	1,162	1,126	1,300	1,300
% of total plant demand	18%	17%	20%	20%

* kW-hr/MG = kilowatt hours per million gallons; kW-hr/yr = kilowatt hours per year

** Purchased energy increased in FY 11/12 due to having 2 of 3 on-site engine generators down for repair

WPC PLANT OPERATION

This activity involves treatment of wastewater and solids to allow their return to the environment in a sound, sustainable fashion. A closely related goal is to meet all applicable state and federal Clean Water Act standards. Raw wastewater is primarily domestic sewage from residential and commercial facilities, but also includes non-domestic wastes contributed by industrial, institutional, medical, and research facilities. More than 90% of the conventional pollutants (i.e. biochemical oxygen demand, suspended solids, ammonia) are removed during treatment, and non-conventional parameters (i.e. heavy metals, other toxins) are reduced at the source or treated to levels below any adverse effect.

The WPC Plant Operation activity also includes the operation of the WPC farm. The land is owned by the City and used for application of the treated biosolids. A long-standing farm management agreement is in place with a neighboring farmer whose ground is also used for biosolids application.

Service Objectives:

- ✓ Protect the environment and public health by treating wastewater from the Ames community
- ✓ Meet the numerical discharge limitations of the facility's NPDES permit
- ✓ Operate the farm ground in a manner that preserves the land for biosolids application and provides a reasonable return to the City

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	536,630	554,057	552,585	580,820	4.8%
Contractual	562,495	669,011	663,759	670,428	0.2%
Commodities	8,222	6,000	6,000	5,750	-4.2%
Capital	11,043	22,500	22,500	-	-100.0%
Total Expenditures	1,118,390	1,251,568	1,244,844	1,256,998	0.4%
Funding Sources:					
Sewer Utility Fund	1,118,390	1,251,568	1,244,844	1,256,998	0.4%
Total Funding Sources	1,118,390	1,251,568	1,244,844	1,256,998	0.4%
Personnel - Authorized FTE	6.00	6.00	6.00	6.00	

WPC PLANT OPERATION

Highlights:

In 2014, the Water Pollution Control Facility received a *Platinum 24 Peak Performance Award* for completing **24 consecutive years of 100% compliance** with its discharge permit. The facility's compliance record is the third longest in the nation, placing it among the very best of the best. The facility has now completed a quarter of a century of service, and anticipates receipt of a *Platinum 25* award in 2015.

The significant jump in contractual expenses compared to FY 2013/14 is due in large part to an anticipated return to **more normal electrical consumption**. Because of the drought during the past two summers, pumping rates were down, resulting in atypically low electrical usage. Electricity expenses are estimated at \$360,000 for FY 2015/16, approximately \$60,000 higher than was experienced during the drought year of FY 2013/14.

Property insurance costs jumped substantially between FY 2013/14 and FY 2014/15 (\$18,825). The increase in premiums is due to the perceived flooding risk of the facility. Funds for **disposal of stabilized biosolids** are budgeted in this area. Treated biosolids are recycled in an environmentally sustainable fashion by being land-applied to adjacent farm ground by an outside contractor. The estimated cost for this disposal activity in FY 2015/16 is \$105,000. Operating capital funds are budgeted in FY 2014/15 to install a **powered actuator on a large gate valve** in the Raw Water Pump Station so it can be opened and closed more easily, enabling the operations staff more flexibility to control where water and accumulated solids are sent when pumping down the main wet well.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Consecutive years with 100% permit compliance	23	24	25	26
Number of visitors touring WPC Facility	238	276	300	300
Efficiency and Effectiveness:				
Number of numeric permit violations	0	0	0	0
% compliance (out of 2,600 limits)	100	100	100	100
Operating budget, \$ per MG treated	\$1,371	\$1,301	\$1,136	\$1,170
Daily average flow, MGD*	5.74	5.32	6.80	6.80
% of design cap., 8.6 MGD	67	62	80	80
Annual average BOD ₅ * loading (lbs/day)	7,968	8,197	7,500	7,500
% design cap. (12,430 lbs/day)	64	66	60	60
Removal efficiency, %	98	97	98	98

* MGD = million gallons per day; BOD₅ = five-day biochemical oxygen demand

ELECTRIC SERVICES

Activity Description:

The Electric Utility provides the community with sufficient electric power for current and projected needs. Electric power is provided for industrial, commercial, and residential users, according to a rate structure adopted by ordinance. Through the City Council, the community exercises control over the Utility and its policies.

Electric Administration is responsible for directing the daily operations of the Utility and for providing the Electric Utility Operations Review and Advisory Board (EUORAB) with information so they can make informed recommendations to the City Council. Electric Production is responsible for producing and purchasing electrical energy and for maintaining the associated equipment. Electrical energy is produced in the power plant by burning coal and refuse derived fuel (RDF) in the plant's boilers which generate steam for the steam driven turbine-generators. Peaking and emergency electric energy is produced by gas turbine-generators (jet engines whose thrust drives the associated electrical generators). Fuel and Purchased Power provides funding for purchasing coal and RDF burned in the boilers, fuel oil burned in the boilers and gas turbines, and electrical energy purchased from neighboring utilities (MidAmerican and CIPCO). Electrical Distribution is responsible for maintaining the electric transmission and distribution equipment which provides electricity to the community. Electric Extension and Improvements provides funding for purchasing equipment and constructing lines required to supply electricity to the Utility's customers. Electric Technical Services is responsible for installing and maintaining the electric meters used for billing the utility's customers and is responsible for all substation equipment. Electric Engineering is responsible for engineering and planning related to and for supervising the operation of the Utility's transmission and distribution system, substations, and street lighting.

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Electric Administration	1,093,777	1,146,430	1,067,636	1,091,444	-4.8%
Electric Production	10,710,498	10,778,602	12,054,472	10,907,987	1.2%
Fuel & Purchased Power	30,019,468	30,810,788	29,328,673	32,222,897	4.6%
Electric Dist/Oper/Maint	2,809,847	3,058,527	3,055,946	3,052,708	-0.2%
Electric Dist/Extn/Improv	1,797,661	2,083,452	2,317,474	2,191,935	5.2%
Electric Technical Services	975,909	1,199,645	1,090,288	1,041,704	-13.2%
Electric Engineering	616,631	803,037	912,904	874,772	8.9%
Electric Operations	48,023,791	49,880,481	49,827,393	51,383,447	3.0%
Personnel - Authorized FTE	81.00	81.00	81.00	81.00	

ELECTRIC SERVICES

	2013/14	2014/15	2014/15	2015/16	% Change From
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	8,498,221	8,885,447	8,930,218	9,375,998	5.5%
Contractual	23,165,740	21,687,516	22,568,157	27,721,220	27.8%
Commodities	15,702,025	18,612,818	17,588,218	13,721,529	-26.3%
Capital	657,304	694,000	740,100	564,000	-18.7%
Other	501	700	700	700	0.0%
Total Expenditures	48,023,791	49,880,481	49,827,393	51,383,447	3.0%
Funding Sources:					
Electric Utility Fund	48,023,791	49,880,481	49,827,393	51,383,447	3.0%
Total Funding Sources	48,023,791	49,880,481	49,827,393	51,383,447	3.0%

ELECTRIC ADMINISTRATION

Electric Administration has responsibility for coordinating the work of Production, Plant Control, Distribution, Engineering, and Electric Metering to ensure that the City of Ames continues to meet the needs of its electric customers under all conditions. The Director and the Assistant Director work to coordinate planning and engineering, production, distribution, and metering functions to this end. Administration also has considerable responsibility in the Utility’s relationship with State and Federal agencies and in working with the Electric Utility Operations Review and Advisory Board (EUORAB) in long-range planning for the Utility.

The Director also oversees the Energy Services Program for the Ames Municipal Electric System. An Energy Services Coordinator develops, coordinates, and conducts programs promoting wise and efficient use of electrical resources.

Service Objectives:

- ✓ Develop and implement strategic, long-range plans to serve electric needs of customers (transmission, distribution, generation)
- ✓ Monitor revenues and expenditures for the Electric Services Department
- ✓ Develop, implement, monitor City’s Demand Side Management Program
- ✓ Focus on safety and safe operation and make it a high priority
- ✓ Continue to maintain open, positive relationships with state, regional and federal agencies
- ✓ Educate and encourage electric customers to consume energy responsibly
- ✓ Meet state and federal requirements for air emissions and environmental performance
- ✓ Coordinate with City Finance Department on funding needs/changes
- ✓ Reduce outages to customers and increase plant and power line availability
- ✓ **Support the City Council’s “Go Green” and environmental sustainability initiatives through both customer programs and improvements to the Electric Utility**

	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	667,703	676,065	679,476	699,952	3.5%
Contractual	413,236	451,915	324,210	372,042	-17.7%
Commodities	12,838	13,450	13,950	14,450	7.4%
Capital	-	5,000	50,000	5,000	0.0%
Other	-	-	-	-	
Total Expenditures	1,093,777	1,146,430	1,067,636	1,091,444	-4.8%
Funding Sources:					
Electric Utility Fund	1,093,777	1,146,430	1,067,636	1,091,444	-4.8%
Total Funding Sources	1,093,777	1,146,430	1,067,636	1,091,444	-4.8%
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

ELECTRIC ADMINISTRATION

Highlights:

Based on the Environmental Protection Agency rule changes concerning NO_x, SO_x, mercury, and CO₂, staff together with a consultant, presented a strategic direction to the City Council on how to best meet the energy needs of our customers over the next 25 years. On November 12, 2013, the **City Council authorized the conversion of the City's two coal-fired power plants to be converted to operate on natural gas**. Since this decision, staff has hired Sargent & Lundy, an engineering firm, to aid in the development of plans and specifications to convert the plant. To date, burners have been selected from Alstom Power Inc. at a cost of \$3,355,300, and are being manufactured for both units. Delivery is set for Fall of 2015. Work continues on plans and specifications from burner installation, piping and electrical work. In addition, it was determined that a new Distributed Control System will be needed to replace the outdated Emerson Ovation system installed prior to 2000. To meet the increased natural gas delivery requirements, a multi-year transportation contract was signed with Interstate Power Company (a.k.a Alliant Energy). The contract required a \$4.5 million upfront payment to secure access to a high pressure gas line outside of Ames to meet our delivery needs on a firm basis. Once the plant is converted to natural gas, customers will see an increase in their electric bills as the Energy Cost Adjustment moves from a slight credit (currently -\$0.0035/kWh) to a slight cost (by June 2016 +\$0.0012/kWh) due to higher delivered fuel costs of natural gas vs. coal. For a typically homeowner, using 630 kWhs per month, this would amount to about a \$2.90 increase per month.

Electric Services' **Demand Side Management programs** continue to be quite effective in keeping demand growth low. All of the programs provide incentives to customers, both residential and commercial, to use energy more efficiently, especially during times of peak consumption. The programs have been well received, particularly the air-conditioning rebate and appliance rebate programs where participation remains above projections. As a result of these programs, it is estimated that the peak demand has been reduced by over 15 megawatts and energy usage by over 25,000 megawatt-hours. In addition, a few new Commercial/Industrial customers were added to the Mayor's "Green Team" for exceptional dedication to reducing electrical usage. They were Mary Greeley Medical Center, and Amcor.

In a joint project with Resource Recovery, staff has been **exploring new ways to turn refuse derived fuel (RDF) into a syngas** for possible combustion in a stand-alone boiler. Staff from both departments will continue to vet the application of a gasifier in waste management and power generation applications in 2015 and beyond.

Staff completed its work on the **transmission expansion plan** to support the electrical needs of its customers. A 161 kV line from Ames to Ankeny was placed in service on March 31, 2014. Completion of this line provides a second major power line to the outside electrical grid. With two 161 kilovolt transmission lines, together with local base-load generation, Ames will have a strong, reliable electrical system for years to come. In June 2014, Ames became a **transmission owner** in the Midcontinent Independent System Operator, a regional transmission organization. Through this organization utilities are able to Share their transmission facilities. Ames has seen its net transmission cost decrease by nearly \$1,000,000 in FY 2014/15 since joining, and expect to see annual cost savings in FY 2015/16 to double to \$2,000,000.

Electric Services together with Water Pollution Control, Public Works, and other City offices hosted the 4th annual **Eco Fair** in the spring of 2014 to showcase the City's dedication to the environment and sustainability. At the fair, citizens were exposed to new energy efficiency technologies, had their energy questions answered, saw energy and water conservation products, and met with service vendors ranging from landscapers to appliance dealers to solar panel developers. The 5th annual Eco Fair has already been planned for April 4, 2015!

ELECTRIC ADMINISTRATION

Highlights, continued:

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
<i>“Exceptional Service”</i>				
<u>Rating of electric service dependability</u>				
Very satisfied	60%	70%	69%	
Somewhat satisfied	33%	25%	28%	
Total very/somewhat satisfied	93%	95%	97%	>95%
ASAI (Average Service Availability Index perfect =100.000)	99.9949	99.9872	99.9842	>99.985
CAIDI (Customer Average Interruption Duration Index in minutes/year)	16.98	55.68	54.49	<20
SAIDI (System Average Interruption Duration Index in minutes/year)	23.16	67.28	82.99	<45
SAIFI (System Average Interruption Frequency Index in events per year – long/short)	1.36/1.26	0.61/0.60	0.70/0.82	<1.0/<1.0
<i>“at the Best Price”</i>				
<u>% Ames rates are above (below) average of neighboring utilities</u>				
Residential – winter	(20.3%)	(24.5%)	(21%)	(21%)
Residential – summer	(16.4%)	(14.0%)	(14%)	(15%)
Commercial – winter	(5.3%)	(3.7%)	1%	1%
Commercial – summer	(5.1%)	(9.4%)	(11%)	(11%)
Industrial – winter	31.7%	27.4%	34%	34%
Industrial – summer	24.9%	20.7%	15%	15%
Energy Cost /kWh (Dept. O & M cost divided by kWh sales)	\$0.085	\$0.087	\$0.085	\$0.089
Efficiency and Effectiveness:				
<u>Demand Side Management</u>				
Prime time power switches installed this year/total	300/9,200	300/9,500	200/9,700	300/10,000
Air-conditioner rebates	437	515	600	700
Commercial light projects	100	121	100	125
Residential weatherization/audit	35/211	30/102	10/100	15/100
Residential light bulbs – rebate/giveaway	139	239	300	325
Residential appliance rebate	1,321	1,290	1,300	1,350
Power factor rebate	2	1	2	2
kW reduced (capacity)/program total	1,432/10,431	2,190/12,621	2,500/15,121	2,000/17,121
MWh reduced (energy)/program total	1,737/12,037	6,559/18,596	6,600/25,196	2,500/27,696

ELECTRIC PRODUCTION

Electric Production is responsible for the operation and maintenance of the boilers, turbine-generators, fuel handling system (coal and refuse derived fuel), combustion turbines, SCADA (Supervisory Control And Data Acquisition) control equipment. Plant operating staff also coordinates operation of the electrical distribution and transmission systems with the Distribution and Tech Services Divisions. After hours, the plant operators monitor customer electric outages and dispatch crews to respond. During the FY2015/16, the Division will pick up the additional responsibility of operating and maintaining the natural gas systems being installed to convert the power plant from coal-fired to natural gas fired.

Electrical demands are continuous and the operations group must be staffed 24 hours per day. This group monitors the operating equipment at all times to ensure that customer demands are met.

Service Objectives:

- ✓ Provide reliable low-cost energy to customers
- ✓ Communicate with Distribution and Substation crews to ensure safe operation of breakers, reclosures, switches, and capacitor banks
- ✓ Maintain all plant equipment to deliver reliable, continuous operation
- ✓ Ensure compliance with emission standards
- ✓ Burn all Refuse Derived Fuel sent from the Resource Recovery Plant
- ✓ Have zero forced outages and keep availability of units high
- ✓ Keep a well-trained group of employees who have all the tools they need to perform their work efficiently and effectively
- ✓ Respond appropriately to energy market prices
- ✓ Notify distribution crews of outages and communicate with customers
- ✓ Have zero lost time accidents

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	4,767,205	4,846,558	4,963,048	5,241,626	8.2%
Contractual	3,903,030	4,156,994	5,054,374	3,981,111	-4.2%
Commodities	1,971,739	1,749,050	2,025,050	1,685,250	-3.7%
Capital	68,524	26,000	12,000	-	-100.0%
Total Expenditures	10,710,498	10,778,602	12,054,472	10,907,987	1.2%
Funding Sources:					
Electric Utility Fund	10,710,498	10,778,602	12,054,472	10,907,987	1.2%
Total Funding Sources	10,710,498	10,778,602	12,054,472	10,907,987	1.2%
Personnel - Authorized FTE	45.00	45.00	45.00	45.00	

ELECTRIC PRODUCTION

Highlights:

Electric generation has promoted six employees and hired four new employees in the Operations group within the last calendar year. Another retirement from the Operator group is expected, which could cause another group of multiple promotions. Advanced training has been implemented in order to prepare for these moves.

Staff has spent a considerable amount of time helping to prepare specifications and gather data for the natural gas conversion. The conversion project will remain a top priority and require a significant amount of staff resources through FY 2015/16.

The entire bottom ash hopper, seal trough, and ducting for Unit 8 were rebuilt in the spring of 2014, along with replacement of the attemperator in the superheat section. Mill tuning has also been performed on Unit 8, which involved calibration of air flow instrumentation and some Fireworker training in order to optimize equipment performance. The burning of Refuse-Derived Fuel (RDF) continues to be a top priority for the plant; this last year the entire bottom hopper and feeding system of one of the cells in the RDF bin was rebuilt. The protective coating on the bottom water wall tubes of the boiler has continued to be inspected and repaired to help maintain its reliability. This repair work will prevent accelerated corrosion of the wall tubes caused by the RDF.

The FY 2014/15 Adjusted budget reflects a rollover amount for purchasing needed materials and performing projects not accomplished in the FY 2013/14 budget. The total rollover amount is \$1,396,000. A majority of the projects reflected in this amount are in the beginning stages and should be completed in FY 2014/15 and in FY 2015/16.

Power Plant staff is planning to continue an aggressive schedule to perform needed repairs and improvements on plant equipment. After a particularly harsh winter in 2013/2014, some of the structural integrity of the cooling towers has been lost. Plans are underway to replace both towers in the fall of 2015.

In the summer of 2013, the engine in Gas Turbine – 1 experienced a catastrophic failure. Staff and a consultant are exploring two paths – repair or replacement. The goal is to have the unit operational for the 2015 summer season.

The annual system peak for FY 2014/15 year was 122.6 MW on September 4, 2014. The current historical peak is 130.7, which occurred on July 25, 2012. Continued growth of the City's peak consumption, coupled with existing plant limitations, is causing staff to consider alternatives to reduce the demand peak or add additional capacity in future years.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Annual net system peak load (MW)	130.7	130.2	130.0	130.0
Annual net system load (MWh)	586,200	602,415	605,984	612,268
Annual gross generation (MWh)	357,418	315,134	336,700	304,904
Efficiency and Effectiveness:				
Number of reportable accidents	3	5	4	0
Number of lost time accidents	0	1	0	0
Unit 7 forced outages	6	5	1	2
Unit 8 forced outages	2	5	4	3
Unit 7 availability	88.9%	79.8%	79.0%	83.0%
Unit 8 availability	66.8%	60.2%	85.2%	70.6%
Unit 7 heat rate, operational gross (BTU/kWh)	11,669	11,925	12,000	12,000
Unit 8 heat rate, operational gross (BTU/kWh)	11,034	10,990	11,000	11,000

FUEL AND PURCHASED POWER

The Fuel and Purchased Power activity expenses vary according to the amount of electricity demanded by the customers. When fuel use and outside power purchases increase due to demand, revenues for electricity sold to customers will likewise increase.

The principal types of fuel purchased are coal, Refuse-Derived Fuel (RDF) from the Resource Recovery Plant, and fuel oil. Natural Gas will be replacing coal as the dominate generation fuel during FY 2015/16. Power is purchased from other suppliers when the cost of outside power is more economical than locally produced energy. Capacity is also purchased from other sources to supplement City of Ames' electric service generating capacity.

Service Objectives:

- ✓ Maintain proper level of coal inventory to maintain full operation at all times
- ✓ Explore, examine, and initiate plans to increase renewable energy portfolio
- ✓ Maintain positive working relationship with neighboring utilities
- ✓ Improve communication coordination with Resource Recovery
- ✓ Minimize energy purchase costs and maximize energy sales revenue
- ✓ Economically balance emission allowance requirements with capital improvements
- ✓ Efficiently manage self-generation vs. market purchases

	2013/14	2014/15	2014/15	2015/16	% Change From
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	150,501	157,146	159,873	165,266	5.2%
Contractual	17,197,930	15,315,642	15,380,800	21,470,131	40.2%
Commodities	12,671,037	15,338,000	13,788,000	10,587,500	-31.0%
Capital	-	-	-	-	
Total Expenditures	30,019,468	30,810,788	29,328,673	32,222,897	4.6%
Funding Sources:					
Electric Utility Fund	30,019,468	30,810,788	29,328,673	32,222,897	4.6%
Total Funding Sources	30,019,468	30,810,788	29,328,673	32,222,897	4.6%
Personnel - Authorized FTE	2.00	2.00	2.00	2.00	

FUEL AND PURCHASED POWER

Highlights:

In calendar year 2014, the City of Ames extended its current **coal contract** one more year to coincide with the remaining term of the coal delivery contract. Both are set to expire at the end of calendar year 2015. The combination of the coal contract and delivery services contract has stabilized fuel costs for the Power Plant. Fuel procurement will be challenging in the second half of FY 2015/16 as the power plant transitions from coal as its primary fuel to natural gas. The goal will be to maintain one unit on line through the conversion process for electric reliability and to consume the refuse-derived-fuel. Natural gas deliveries should also start in early 2016. Delays in the conversion of the plant may require purchases of coal and coal delivery services in 2016 at higher rates. Once converted to natural gas, electric production cost is expected to increase by an estimated 6%.

Alternative energy sources continue to play an important part in Ames' energy portfolio. The Power Plant continues to burn **Refuse-Derived Fuel (RDF)**. This decreases the City's dependence on coal and reduces the amount of garbage taken to the landfill. **In support of the City Council's "Go Green" goal**, the City completed its fifth year of a 20-year contract with NextEra for the purchase of 36 megawatts (MW) of **wind resources**. A portion, six MW, is being passed through to Iowa State University. The 36 MW is part of a larger wind farm built near Zearing, Iowa. In FY 2013/14, renewable energy from purchased wind power accounted for 11.4% of the City's electric usage. For FY 2014/15, the amount is projected to remain about the same. Similarly, the City produces renewable energy from the burning of RDF. In FY 2013/14, renewable energy from RDF accounted for 2.8% of the City's electric usage. This is expected to remain about the same for FY 2014/15 and FY 2015/16.

Fuel and Purchased Power is the **largest component of the Electric Services budget** for FY 2015/16. The major items include, in descending expenditure: coal, natural gas, market energy purchases, wind, fuel oil, transmission service, and RDF payments. Coal accounts for nearly 29% of the Fuel and Purchased Power budget, purchased power is 20.1%, natural gas is 18.6%, and wind is 15.5%.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Coal consumed (in tons)	212,825	185,543	202,323	150,000
Natural Gas (in Dth)				1,000,000
Market energy purchased (in MWh)	263,208	320,114	286,000	287,700
<u>Renewable Energy</u>				
RDF consumed (in tons)	30,996	27,843	30,000	28,000
Renewable energy credits/wind (in MWh)	85,541	68,767	66,740	68,390
Efficiency and Effectiveness:				
Energy cost adjustment	- \$0.0058*	- \$0.0024	- \$0.0033	+ \$0.0012
Fuel cost for energy production (\$/MWh)	\$45.19	\$44.75	\$45.87	\$50.31
Purchased power cost (\$/MWh)	\$31.41	\$34.39	\$34.73	\$35.08
Delivered fuel cost – coal (\$/ton)	\$61.40	\$61.22	\$62.75	\$64.01
Delivered fuel cost – nat. gas (\$/Dth)				\$6.00

* New rates were implemented in FY 2012/13. As part of the rate adjustments, the Energy Cost Adjustment (ECA) was reset to \$0.0000.

ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

This activity is responsible for constructing and maintaining the lines (underground and overhead) and equipment which distribute electricity to customers. It also maintains street lights and the City's storm warning sirens. A part of this operation includes working with Technical Services to perform routine and emergency maintenance on all substations and the downtown central business district underground network.

Service Objectives:

- ✓ Ongoing street light upgrades
- ✓ Upgrade/rebuild older overhead lines
- ✓ Maintain progressive tree trimming program to reduce outages caused by vegetation
- ✓ Help move transformers out of network vaults to surface level over next few years
- ✓ Maintain reliable storm siren system
- ✓ Construct 161 kV transmission lines
- ✓ Replacement of older underground primary cable
- ✓ Reduce outages to customers and increase power line availability

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	1,342,153	1,552,838	1,563,628	1,615,739	4.1%
Contractual	1,245,874	1,172,389	1,153,518	1,153,419	-1.6%
Commodities	185,935	332,600	338,100	282,850	-15.0%
Capital	35,384	-	-	-	
Other Expenditures	501	700	700	700	0.0%
Total Expenditures	2,809,847	3,058,527	3,055,946	3,052,708	-0.2%
Funding Sources:					
Electric Utility Fund	2,809,847	3,058,527	3,055,946	3,052,708	-0.2%
Total Funding Sources	2,809,847	3,058,527	3,055,946	3,052,708	-0.2%
Personnel - Authorized FTE	17.00	17.00	17.00	17.00	

ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

Highlights:

FY 2013/14 was the first full budget year utilizing new **social media campaigns** to interact with and provide information to our customers. Many unsolicited positive feedback comments from our customers regarding this increase in service level have been received. Future customer survey results are expected to reflect a higher satisfaction of service regarding the ease of reporting outages, the response of City employees, the duration of the outages, and customers being informed of progress during restoration due to this new area of communication.

One of the largest budget items is the **annual tree trimming contract**. For the coming fiscal year, that contract was expected to be \$282,000 based on the annual contract with Asplundh. A budget line item was added last year for line clearance associated with the new 161kV transmission line to Ankeny. This will increase the tree trimming service contract to \$297,000 (+\$15,500). This contract provides for the cutting down of trees and shrubs and trimming branches that can cause power outages, both major and minor. The work being done under this tree trimming contract is reflected in this activity and is ongoing all year. Similar to Public Works, Electric Distribution will be taking inventory of ash trees on private easements to assess the risk to our facilities. Inventory data will be used to develop risk mitigation strategies where our facilities will be at risk due to the EAB on private ash trees.

Other large budgeted items include some much-needed building maintenance, continued contracted inspections of the distribution system, overhead system **upgrades to reduce animal-caused outages** and some monies for equipment upgrades. Distribution continues to work with the Engineering staff to improve overall system reliability.

Streetlight maintenance and locating services staff have also been very busy removing and re-installing streetlights for contractors working with Public Works on street improvement projects and installing **improved lighting on Welch Avenue** at the request of the Police Department. Ames has been fortunate to have a lot of new construction projects happening within the community, and those projects have kept our locators very busy. These new projects also require the installation of new streetlights. Staff relies on the City's homeowners to report faulty streetlights. The goal is to have them repaired within ten working days of receiving the call. More than 7,000 street and security lights are maintained in Ames, and nearly 1,015 bulbs were replaced in 2014.

Crews continue to work with Engineering and the Technical Services group to **install new transformers downtown** so that the underground transformers can be removed. This has been a needed, ongoing project to improve the accessibility to the transformers. More importantly, the safety of crew members has been improved by them not having to work inside the confined, below-ground-level vaults located in alleys behind the businesses along Main Street.

The FY 2014/15 improvement projects and new construction include the **constructing new circuits exiting Vet Med substation feeding the ISU Research Park** in south Ames.

ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

Highlights, continued:

FY 2014/15 accomplishments:

- Old Orchard Park - Changed out live front transformers, installed new duct and wire
- Brookview Place West 4th (California & Missouri) - New subdivision
- 3300 GW Carver (Northridge Village) - Installed transformer and cable
- The Roosevelt - Conversion to Apartments
- Copper Beech - New Apartment Complex
- Meeker School
- 3M Plant - Installed switchgear
- Southfork 6th Addition (4000 Cochrane Parkway) - New Subdivision
- Sunset Ridge 5th Addition (610 Wilder Avenue) - New Subdivision
- VM 211 Feeder Exit
- Somerset 25th Addition (London Drive) - New Subdivision

FY 2015/16 Projects

- Completion of downtown network conversion to 13.8 kV
- New circuits from Ved Med substation to serve the ISU Research Park expansion
- New feeder into the Northridge Heights area.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2014/15 Adjusted	2015/16 Projected
Total footage of primary cable installed/replaced:	69,314ft	65,577ft	70,000ft	70,000ft
Total number of wood poles installed/replaced:	68	54	50	50
Total number of streetlight poles installed/replaced:	36	38	35	35
Ease of reporting an outage – very to somewhat satisfied	92% ⁽¹⁾	94% ⁽²⁾	95% ⁽³⁾	96%
Response of employees – very to somewhat satisfied	92% ⁽¹⁾	96% ⁽²⁾	96% ⁽³⁾	96%
Time to restore service after interruption – very to somewhat satisfied	92% ⁽¹⁾	91% ⁽²⁾	93% ⁽³⁾	93%
Being informed of progress restoring services – very to somewhat satisfied	82% ⁽¹⁾	85% ⁽²⁾	90% ⁽³⁾	90%

⁽¹⁾ 2013 Customer Service Survey

⁽²⁾ 2014 Customer Service Survey

⁽³⁾ Anticipated response to 2015 Customer Service Survey

ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

This activity is responsible for design and installation of lines and equipment to distribute electricity to customers. This operation includes extending lines to new customers, construction of substation improvements, and street light installation.

Service Objectives:

- ✓ Provide overhead and underground construction services and extensions to new and existing customers in a timely, efficient manner that ensures public and worker safety, code compliance, and customer satisfaction
- ✓ Continue to provide reliable electric service through proactive replacement of deteriorated overhead and underground facilities found from annual pole and underground inspections
- ✓ Provide efficient, coordinated construction services to facilitate Public Works' road improvement projects
- ✓ Improve system reliability by replacing obsolete, deteriorated 4 kV equipment in Downtown network system
- ✓ Enhance or improve system reliability through replacement of obsolete and overstressed distribution breakers and obsolete electromechanical relays; implement solid state relays to improve relay coordination/operation and allow for longer maintenance intervals between relay tests without calibration drift
- ✓ Reduce system losses and improve system power factor by addition of distribution capacitor banks and installation of switched controls

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	387,405	420,252	405,274	425,735	1.3%
Contractual	204,995	200,700	210,700	300,700	49.8%
Commodities	715,715	987,500	1,226,500	990,500	0.3%
Capital	489,546	475,000	475,000	475,000	0.0%
Total Expenditures	1,797,661	2,083,452	2,317,474	2,191,935	5.2%
Funding Sources:					
Electric Utility Fund	1,797,661	2,083,452	2,317,474	2,191,935	5.2%
Total Funding Sources	1,797,661	2,083,452	2,317,474	2,191,935	5.2%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

Highlights:

Work continues to support new services as well as routine extensions and system improvements for system capacity and reliability upgrades. While fewer single family homes are being constructed compared to past years, work on apartments and commercial projects has remained strong through 2014. The need for system improvements and maintenance activities remains high as much of Ames electric system is over 30 years old. This includes ongoing replacement of obsolete and deteriorating 4 kV facilities in the downtown network as well as replacement of older/deteriorated 13.8kV distribution underground cables and overhead facilities. Contracted inspections will be continued as a means to proactively identify facilities in need of repair; corresponding maintenance work will be completed by Ames' electric crews to avoid unnecessary interruptions. Feeder upgrades will be needed in FY 2014/15 and 2015/16 to support residential (apartment) and commercial growth.

Projects for FY 2014/15 are:

- Campustown Area – Relocation of electric facilities for new construction
- Continuation of new animal guarding/insulation methods (reliability improvement)
- Replace aged, failing underground cable, various locations
- Replace aged, failing overhead switches, various locations
- Replace aged, failing overhead poles and wires, various locations
- City of Ames Water Plant – New extension of facilities for new construction
- University Towers – Relocation of facilities to reduce fire and worker risk
- Mortensen Road – Relocation of electric facilities
- Northridge Heights – New extension of facilities for future growth area
- Obsolete Substation relay, switch and breaker replacements
- Downtown network upgrades and 4kV to 13kV conversion
- Old Orchard Trailer Park – Replacement of aged, failing underground cables
- Dotson Drive – New extension of facilities along street construction
- State Avenue – New extension of facilities for future Breckenridge Subdivision
- Grant Avenue – Replacement of facilities along street construction
- ISU Research Park - Phase III feeder extensions
- Brookside Park – 4kV to 13kV conversion
- USDA – Replacement of aged underground cable
- Ames Community Schools – Replacement of facilities for new construction

Projects for FY 2015/16 are:

- Green Hills – Relocation of underground cables for new construction
- Replace aged, failing underground cable, various locations
- Replace aged, failing overhead switches, various locations
- Replace aged, failing overhead poles and lines, various locations
- Increased system power factor with additional capacitor banks
- Old Middle School Site – New extension of facilities
- Obsolete Substation relay, switch and breaker replacements

ELECTRIC TECHNICAL SERVICES

The **Electric Meter Group** is responsible for the measurement of energy consumed by electric customers. This responsibility includes specification, installation, maintenance, testing, and recordkeeping of all system meters and monitors. The group also tests the substation and plant relays.

Service Objectives:

- ✓ Test 20% of relays yearly to facilitate a 5-year cycle
- ✓ Record and monitor Power Factor on largest user
- ✓ Randomly test 1-phase meters yearly
- ✓ Test transformer rated loads that exceed: 0.5 to 0.9 megawatts every two years; 1.0 to 1.9 megawatts yearly; 2.0+ megawatts twice yearly; 0 through .499 kilowatts every 12 years

The **Substation Group** is responsible for all substation equipment used to distribute power throughout the utility system. The group troubleshoots, tests, maintains, and keeps data on power transformers, circuit breakers and switches from 4 kV through 161 kV class equipment. The Substation Group was transferred from Distribution to Technical Services to facilitate service coordination, and to better align similar functions under one supervisor.

Service Objectives:

- ✓ Rebuild tap changers to improve reliability and power quality
- ✓ Respond to customer outages 24 hours a day, 7 days a week
- ✓ Install transformers, cabling, controls, and associated equipment to serve customers' electrical needs
- ✓ Monitor oil in transformers 2,500 kV and above, and breakers with DGA testing
- ✓ Maintain and refurbish breakers at substations
- ✓ Improve Downtown network by increasing reliability and safety
- ✓ Upgrade substation battery sets and charger
- ✓ Improve animal guarding on all substation open connections
- ✓ Perform substation maintenance as needed

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	662,533	682,923	605,658	656,083	-3.9%
Contractual	106,388	141,729	149,037	145,867	2.9%
Commodities	143,155	186,993	187,493	155,754	-16.7%
Capital	63,833	188,000	148,100	84,000	-55.3%
Total Expenditures	975,909	1,199,645	1,090,288	1,041,704	-13.2%
Funding Sources:					
Electric Utility Fund	975,909	1,199,645	1,090,288	1,041,704	-13.2%
Total Funding Sources	975,909	1,199,645	1,090,288	1,041,704	-13.2%
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	

ELECTRIC TECHNICAL SERVICES

Highlights:

Substation Maintenance: The Downtown conversion of below-ground 4kV transformers to above-ground 13.8kV pad mount transformers continues (55% complete); underground cables have been replaced and four network transformers removed. The VET Med substation capacitor bank is complete. The tap changer at Top-O-Hollow has been replaced with rebuilt Load Tap Changer (LTC), tested and adjusted with the new modifications incorporated. Seventeen line and eight bus fuse boxes that were excessively corroded have been replaced. Substation continues to assist contractors with downtown electric vaults during street improvement projects. The group assisted the Power Plant with weather station installation and wiring at the Ontario substation. Replace problematic fuse holders on older capacitor banks. Work has begun on upgrading Ames Power Plant substation with new protective equipment.

An operational cost reduction is seen in Personal Services, which can be attributed to two retirees who were replaced by two apprentices. The Fleet Operations/Maintenance cost is up due to increased O&M fees for a new bucket truck for the group.

Meter Service: Metering has replaced 215 problem meters. Customers with extremely slow meters are notified when their meter is replaced. Additional **kVA** billing meters have been programmed for proper display. Technical Services continues to work with Engineering to update relays with newer solid state relays and updated settings to aid in feeder/fuse coordination. There is a budget increase for maintenance and depreciation of new bucket truck, and an additional increase for **Automated Meter Reading** meters (radio remotes) at \$49,500 to replace existing inside electric meters. This is tied to the Water Department's upgrading water meters with AMR radio remotes.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Service orders completed	1,377	1294	1352	1242
Consumption complaints	133	83	120	147
Temporary sets/removals	123	103	141	110
Electric meter removals/exchanges	629	765	1533	860
Electric meter sets	434	275	295	360
Electric service renovations	58	45	51	42
Test instrument rated services	160	156	140	171
Relay tests, calibrations and repairs	169	152	170	156
 <u>Meters in Service:</u>				
Residential	21,891	22,067	22,158	22,397
General Power	3,058	3,026	3,038	3,096
Large Power & Industrial	4	4	4	4
Total	24,953	25,097	25,200	25,497
 <u>Meters Tested:</u>				
Residential	1,201	2,472	2,120	1,700
Commercial and Industrial	453	171	180	290

ELECTRIC ENGINEERING

Electrical Engineering is responsible for developing plans of service and job orders for residential, commercial and industrial customer services as well as performing planning and design of system improvements to support load growth, maintain/improve reliability indices and support maintenance and relocation work. Planned facilities include substations, transmission lines, overhead and underground distribution lines, capacitors and other related equipment for line and station switching, protection, security, Supervisory Control & Data Acquisition (SCADA) and related communications. Other support functions include the development of plans, specifications and standards, contract administration for inspection, design, construction, and testing. As the Geographic Information System (GIS) arm of Electric Services, Engineering maintains software for Engineering, Metering, and Electric Distribution's portable and fixed GIS workstations. Administration of engineering activities must comply with Iowa Utility Board (IUB) safety requirements and North American Electric Reliability Corporation (NERC) standards in addition to good utility practices. Midwest Reliability Corporation (MRO) and NERC standards have increasingly required additional engineering staff time to review and communicate NERC standards and facilitate the alignment of practices across the utility to comply with audit requirements.

Service Objectives:

- ✓ Provide efficient, customer-friendly services to all customers (internal and external)
- ✓ Coordinate transmission and distribution facility relocations
- ✓ Monitor system loads vs. facility ratings; develop plans and budgets that maintain normal/emergency capacity margins
- ✓ Conduct annual IUB inspections and facilitate compliance across divisions and joint utilities per IUB findings
- ✓ Provide engineering support to other divisions and administer contract assistance for relay and breaker testing and construction activities
- ✓ Complete first year of reliability indices tracking; support American Public Power Association's Reliable Public Power Provider (RP3) goals
- ✓ Administer contracted inspections and issue maintenance job orders for repairs
- ✓ Maintain accurate GIS database, keep maps and records current
- ✓ Provide GIS hardware/software support for Engineering, Metering, and Electric Distribution
- ✓ Conduct annual MRO/NERC review and facilitate compliance across divisions within Electric Department

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	520,721	549,665	553,261	571,597	4.0%
Contractual	94,287	248,147	295,518	297,950	20.1%
Commodities	1,606	5,225	9,125	5,225	0.0%
Capital	17	-	55,000	-	
Total Expenditures	616,631	803,037	912,904	874,772	8.9%
Funding Sources:					
Electric Utility Fund	616,631	803,037	912,904	874,772	8.9%
Total Funding Sources	616,631	803,037	912,904	874,772	8.9%
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

ELECTRIC ENGINEERING

Highlights:

The conversion of the 4kV downtown network to replace deteriorated cable and move transformers from the vaults to above-ground locations is scheduled for completion by summer of 2015. A major substation upgrade to the Ames Plant Switchyard and Distribution Substation will be completed by summer of 2015; additional relay and control upgrades at Haber Road Substation are also underway to be completed during the same timeframe in coordination with related ISU additions and upgrades to this jointly-owned substation.

With the completion of the 161kV transmission line to MidAmerican Energy Co. and Ames entry into MISO, there are several new compliance and monitoring responsibilities with both NERC/MRO (Midwest Reliability Organization) and MISO that require additional staff time and outside services to effect compliance. Outside services continue to be used to conduct routine overhead visual and infrared inspections and perform pole testing, while Ames crews perform underground visual and infrared inspections. Follow-up maintenance work is generated as a result of inspections to replace deteriorated facilities to improve system reliability.

An increased effort is being made to add overhead animal guarding, replace aged/deteriorated overhead equipment and replace deteriorated underground cable to improve system reliability. Additional relay and control upgrades are being made at Haber Rd, Dayton Ave and Stange Road Substation.

A feeder extension from Vet Med Substation is underway to serve load growth along South 16th Street, South Duff and in the ISU Research Park.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
# of new customers	479	254	103	297
Job orders prepared	138	132	145	150
Line inspections (poles)	608	752	536	589
New overhead distribution line (miles)	-	0.44	0.5	1.5
Replaced overhead distribution line (miles)	0.2	0.2	0.5	0.5
New underground distribution line (miles)	0.37	1.8	1	1
Replaced underground line	1.27	1.39	0.3	2.0
New and relocated overhead transmission line (miles)	-	23	0	0.5

W&PC METERING

Because the water and wastewater utilities operate as self-sustaining enterprises, water usage by all customers must be metered as accurately as possible. Program activities include installing meters on new services/irrigation systems, replacing existing meters on a routine change schedule, and responding to a wide variety of service calls. Through the meter service and leak detection activities, the goal is to maintain unaccounted-for water below 10% of total delivery to the mains. Expenses for metering are shared between the Water (55%) and Sewer (45%) Funds, based on the proportionate number of utility accounts.

Beginning on January 1, 1996, state and federal mandates require the City to implement a cross-connection control program (i.e. backflow prevention) to further protect the water supply from potential contamination sources. The Cross-Connection Control Coordinator also serves as the department's representative to the citywide Development Review Committee (DRC), for which the Sewer Fund contributes 10% of the cross-connection control program expenses.

Service Objectives:

- ✓ Maintain fiscal accountability through accurate metering
- ✓ Assist customers in identifying in-home leaks
- ✓ Reduce the potential for contamination of drinking water from cross-connections
- ✓ Track water loss throughout the distribution system
- ✓ Participate in the citywide Development Review Committee

	2013/14	2014/15	2014/15	2015/16	% Change From
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	500,447	521,407	536,041	545,931	4.7%
Contractual	69,513	64,096	81,580	77,435	20.8%
Commodities	269,263	186,525	275,325	285,225	52.9%
Capital	-	-	-	-	
Total Expenditures	839,223	772,028	892,946	908,591	17.7%
Funding Sources:					
Water Utility Fund	496,628	461,577	530,210	538,130	16.6%
Sewer Utility Fund	342,595	310,451	362,736	370,461	19.3%
Total Funding Sources	839,223	772,028	892,946	908,591	17.7%
Personnel - Authorized FTE	6.00	6.00	6.00	6.00	

W&PC METERING

Highlights:

The primary responsibility of the Water Meter program is to ensure accurate accounting of water use. A key means of fulfilling that obligation is the **Routine Meter Replacement Program**. The goal is to replace between eight and ten percent of the total meter inventory each year. Residential meters are replaced approximately every 12 years, depending on usage; larger meters are replaced more frequently.

As the **Automated Meter Reading (AMR) CIP Project** begins in FY 2014/15, the number of meters replaced in each of the next seven years will increase in conjunction with the installation of a radio-based meter reading capability. During the life of the CIP project, the number of meters budgeted for routine replacement in the operating budget will remain constant at around 1,000 per year, with the additional 2,200 meters per year being included in the CIP budget. The FY 2014/15 operating budget is being adjusted up (\$98,000) to reflect the new unit pricing for the more expensive AMR units. This is what is driving the large percentage increase in commodities in this program area.

A portion of the Water Fund revenue comes from the **water meter setting fee** charged at the time of the initial meter installation. This fee provides for the perpetual maintenance of the meters at no additional direct cost to the individual customer. The operating budget anticipates approximately 400 new water meters being installed each year.

The **Cross Connection Control Program** continues to see a steady increase in the number of backflow prevention devices being tracked. Even with the new seasonal inclined block rate structure, there is also a steady increase in the number of irrigation systems being tracked by the program.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Meters in service (end of year)				
Primary meters	16,990	17,298	17,623	17,923
Yard meters	<u>1,708</u>	<u>1,647</u>	<u>1,657</u>	<u>1,670</u>
Total	18,698	18,945	19,280	19,593
 Total service orders completed	 2,224	 2,449	 2,500	 2,500
 Cross-connection control program				
Number of backflow devices in service	2,339	2,446	2,542	2,638
Number of irrigation systems in service	641	663	685	707
 Efficiency and Effectiveness:				
Meter Change-out Program				
Routine meter changes in operating budget	913	732	1,000	1,000
As a % of total inventory	4.9%	3.9%	5.2%	5.1%
Meter installations from new construction*			400	400
Additional meter changes in CIP budget*			1,000	500
Non-routine meter changes	90	104	100	100
 "Water Loss", %	 3.8%	 4.4%	 <5%	 <5%
 Average cost per meter in service, \$ (operating expenses/total meters)	 \$31.94	 \$44.30	 \$46.31	 \$46.42

* - New performance measure added in FY 14/15

W&PC LABORATORY

The Laboratory Services Division personnel and expenses are shared between the Water (35%) and WPC (65%) programs.

This activity involves overall laboratory services for the Water Plant and Water Pollution Control Plant, including lime sludge recycling operations, all of the safe drinking water analysis required by state/federal regulatory agencies, industrial pretreatment program, and biosolids recycling activities. Analytical capabilities also allow for routine sampling to screen for the potential presence of unregulated constituents, developing trend information, and identifying constituents which may become regulated in the future. Laboratory services for other departments (i.e. Public Works, Electric, and Parks and Recreation) are provided within the Laboratory's existing analytical capabilities and workload.

Service Objectives:

- ✓ Perform regulatory compliance monitoring for drinking water permit and NPDES permit
- ✓ Maintain Environmental Laboratory certification
- ✓ Perform sampling and analysis in support of the Industrial Pretreatment and High-Strength Surcharge Programs
- ✓ Provide assistance to customers on drinking water quality issues
- ✓ Maintain knowledge of current and future regulations
- ✓ Provide bacterial testing for new water mains
- ✓ Provide bacterial testing for City of Ames pools
- ✓ Provide technical support for the plant operations and maintenance staff
- ✓ Provide monitoring of ambient water quality upstream and downstream of the plant
- ✓ Conduct the Urban Stream Monitoring Program

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	404,251	451,715	427,231	441,282	-2.3%
Contractual	86,741	68,771	69,389	67,867	-1.3%
Commodities	33,247	36,990	40,190	39,600	7.1%
Capital	3,950	7,000	7,000	-	-100.0%
Total Expenditures	528,189	564,476	543,810	548,749	-2.8%
Funding Sources:					
Water Utility Fund	184,865	197,567	189,634	192,062	-2.8%
Sewer Utility Fund	343,324	366,909	354,176	356,687	-2.8%
Total Funding Sources	528,189	564,476	543,810	548,749	-2.8%
Personnel - Authorized FTE	5.50	5.50	5.30	5.30	

W&PC LABORATORY

Highlights:

The Laboratory Services activity is devoting a substantial amount of time to **conduct studies to assist other divisions**. Examples include: evaluating the variation in the WPC Facility’s influent loadings, exploring causes new water mains failing to pass the initial bacteriological testing, and assessing the cause of variation in some Water Plant process control samples. In response to changing environmental regulations, the Laboratory Services staff must also routinely **review and update its analytical methods**.

In addition to providing regulatory monitoring of the City’s water and wastewater treatment facilities, the Laboratory Services program provides **analytical laboratory services to many other City workgroups** outside the Water and Pollution Control Department. Examples include: performing bacterial monitoring for the public pools, assisting Inspections and Public Works with testing new water mains and service lines, performing analyses to support the Power Plant’s discharge permit, and many one-time needs that arise from time to time.

The reduction in Personal Services is due to a **restructuring of Laboratory positions** made possible by a vacant Laboratory Technician position. The position was split in half, allowing one half-time Analyst to move to full time, and creating a new part-time Laboratory Aide position. This allows the staffing to better match the workload of the division.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Consecutive years certified	16	17	18	19
Drinking Water Bacterial Analyses	955	1484	1480	1380
River Water Quality Samples Collected	157	159	155	155
Industrial Pretreatment Samples Collected	58	62	65	65
WPC Plant Samples Collected	1,681	1,717	1,700	1,700
Efficiency and Effectiveness:				
Total Samples Received	2,994	3,586	3,500	3,400
Total analyses	12,385	12,114	12,100	12,100
% completed in-house	91%	94%	94%	94%
Average cost per analysis	\$39.84	\$43.60	\$44.78	\$45.35

UTILITY MAINTENANCE

The responsibilities of this activity are repairing water mains as quickly and efficiently as possible during emergency water main break situations, maintenance of fire hydrants to ensure workability when needed for emergency purposes, construction of minor improvements to the water distribution system, cleaning and maintenance of the City's system of 198 miles of sanitary sewer lines by flushing the lines on a regular basis, as well as the repair of manholes and damaged lines, as needed. Manhole covers are changed to prevent infiltration of storm water during heavy rains. An annual hydrant flushing program that is performed each spring and utility locating are also included in this activity.

Service Objectives:

- ✓ Maintain and repair the water distribution system to ensure safe and continuous flow of water to customers
- ✓ Isolate and repair major leaks in the system
- ✓ Flush, paint and repair fire hydrants annually
- ✓ Exercise existing valves
- ✓ Replace broken or malfunctioning valves
- ✓ Perform utility locates
- ✓ Flush 250,000 feet of sanitary sewer lines annually
- ✓ Repair manholes
- ✓ Televising sanitary sewer lines
- ✓ Control roots in sanitary sewer lines
- ✓ Repair sanitary sewer lines
- ✓ Respond to citizen trouble calls within two hours

	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	961,134	919,666	985,349	1,035,980	12.7%
Contractual	342,200	353,926	384,778	417,528	18.0%
Commodities	186,695	159,510	168,486	153,810	-3.6%
Capital	27	15,500	20,700	-	
Total Expenditures	1,490,056	1,448,602	1,559,313	1,607,318	11.0%
Funding Sources:					
Water Utility Fund	1,022,186	889,133	990,288	1,014,967	14.2%
Sewer Utility Fund	467,870	559,469	569,025	592,351	5.9%
Total Funding Sources	1,490,056	1,448,602	1,559,313	1,607,318	11.0%
Personnel - Authorized FTE	9.90	9.90	10.77	10.77	

UTILITY MAINTENANCE

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Storm Sewer Maintenance, Utility Maintenance, Right-of-Way maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values. The increases are \$7,646 for FY 2014/15 and \$42,410 for FY 2015/16.

The City is currently completing the evaluation component of the multi-year Sanitary Sewer System Evaluation (SSSE). While these activities have assisted with the maintenance of the sanitary system, staff has seen an increase in activities due to coordination of work, locating and raising of manholes, assisting with heavy cleaning, and clearing access to sanitary sewers. Now that the study is completed, work activities will be based on the information collected and coordinated with future repairs to the system.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Miles of water main in system	241	243	244	245
Water main breaks	41	47	40	40
Rusty water complaints	10	12	12	12
Water main abandonments	0			
Fire hydrants in system	2,663	2,745	2,760	2,775
# of valves in system	3,863	3,902	3,940	3,980
Fire flow tests	8	11	10	10
Bacteriological tests (mains, fire lines)	137	597	600	650
Utility locates performed	6,247	6,247	6,185	6,200
# of fire hydrants repaired	9	9	12	10
# of fire hydrants painted	261	261	200	200
# of valves exercised	599	599	450	500
Miles of sanitary sewer in the system	202	202	203	204
Number of manholes in system	3,981	3,981	4,189	4,200
Lineal feet of sanitary sewer cleaned by City crews	37,714	37,714	18,528	215,000
Lineal feet of sanitary sewer cleaned by Contractor	500,000	500,000	200,000	50,000
Lineal feet of sanitary sewer televised	600,000	600,000	392,165	50,000
House connection sewer trouble calls	15	15	8	10
System blockages cleared	7	7	4	5
Sanitary sewer main repairs	7	7	13	20
Manholes raised	95	95	53	10
Efficiency and Effectiveness:				
Cost per locate	\$17.98	\$18.99	\$23.31	\$23.24
% of sanitary sewer system cleaned	50%	40%	20%	20%

UTILITY CUSTOMER SERVICE

The purpose of the Customer Services activity is to provide customer assistance, meter reading, billing and collection services for the Electric, Water, Sewer and Storm Water Drainage utilities. Additional responsibilities include the administration of the Electric Services Project Share program; the maintenance of customer account, billing, and usage records; and selling CyRide passes.

Service Objectives:

- ✓ Generate and mail accurate cycle and final bills
- ✓ Accurately record customer payments on the date the payments are received
- ✓ Accurately read and record cycle and special meter readings
- ✓ Offer customers convenient options for paying their utility bill
- ✓ Accurately maintain customer account, billing, and usage records
- ✓ Maintain effective procedures for collecting delinquent balances
- ✓ Respond promptly and courteously to customer requests, inquiries and complaints
- ✓ Maximize the amount of Project Share funds available to assist low-income customers
- ✓ Offer customers convenient options for establishing or terminating utility service
- ✓ Routinely review meter routes to maintain or improve reading efficiency

Activities:	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Personal Services	811,463	854,685	831,340	880,124	3.0%
Contractual	512,375	536,339	516,296	530,842	-1.0%
Commodities	6,976	12,603	12,413	14,525	15.3%
Capital	-	-	-	-	
Other	72,736	79,670	75,880	79,720	0.1%
Total Expenditures	1,403,550	1,483,297	1,435,929	1,505,211	1.5%
Funding Sources:					
Electric Utility Fund	671,862	706,452	688,429	723,891	2.5%
Water Utility Fund	370,532	393,890	379,175	396,720	0.7%
Sewer Utility Fund	341,774	362,655	349,125	366,200	1.0%
Storm Sewer Utility Fund	2,050	2,400	2,400	2,400	0.0%
Project Share Donations	17,332	17,900	16,800	16,000	-10.6%
Total Funding Sources	1,403,550	1,483,297	1,435,929	1,505,211	1.5%
Personnel - Authorized FTE	10.65	10.65	10.65	10.65	

UTILITY CUSTOMER SERVICE

Highlights:

The program's share of Data Services has decreased in relation to other programs. Data Service costs for FY 2014/15 adjusted is \$13,892 less than the amount adopted for FY 2014/15. The amount requested for FY 2015/16 is \$10,297 less than the amount adopted for FY 2014/15.

Fleet Services is adopting a new approach to estimating the future value of vehicles. The goal is to ensure adequate funds are available when a vehicle needs to be replaced and to try to keep replacement costs level during the life of the vehicle. The amount requested in FY 2015/16 for Fleet Replacement is \$3,664 higher than the amount adopted for FY 2014/15 as a result of this change.

A rate increase was expected in FY 2014/15 for our bill print to mail services. The vendor did not propose a rate increase for FY 2014/15 and has indicated it will not propose an increase for 2015/16. The result is Outside Professional Services will decrease \$6,018 in FY 2014/15 from the amount adopted and the amount requested for FY 2015/16 will be \$4,697 less than adopted for 2014/15.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Maintain an accuracy rate of no more than 5 misread per 1,000 meter readings	Yes	Yes	Yes	Yes
Maintain an accuracy rate of no more than 1 billing error per 1,000 bills generated	Yes	Yes	Yes	Yes
Maintain an accuracy rate of no more than 1 misapplied payment per 1,000 payments processed	Yes	Yes	Yes	Yes
Maintain average time to answer telephone of less than 15 seconds	11.1	12.5	12.5	12.5
Maintain a net write-off amount of less than 0.25% of sales	.07	.08	.08	.08
Maintain the number of day's sales in accounts receivable to less than 21 days	17.0	16.4	17.0	17.5
Provide at least \$0.90 of assistance for every \$1.00 donated to Project Share	\$0.95	\$0.95	\$0.95	\$0.95
Efficiency and Effectiveness:				
% of accounts with billing periods equal to or less than 34 days	99.1	98.3	99.0	99.0
% of final bills mailed within 14 days of termination date	98.4	99.2	99.0	99.0
% of customer service requests received over the Internet	35.2	34.8	35.0	35.0
% of utility payments received electronically	42.3	44.4	45.0	45.5
Avg # of payments processed per day	1,195	1,212	1,220	1,225
Avg # of telephone calls answered/day	135	136	135	135
Avg # of work orders generated/day	172	188	190	190
Avg # of meter readings/day	2,259	2,269	2,275	2,280
Avg cost per meter reading	\$0.56	\$0.59	\$0.58	\$0.64
Avg cost per bill generated	\$4.05	\$4.18	\$4.44	\$4.60

UTILITIES CIP

Activity Description:

This is a summary of all of the utility related capital improvements which are detailed in the five-year Capital Improvements Plan.

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Resource Recovery:					
System Improvements	104,356	348,850	606,924	365,900	
Fire System Upgrade	194,683	300,000	310,687	-	
Primary Shredder	1,340,791	-	-	-	
Exterior Enhancements	-	82,000	82,000	-	
Sub-Total	1,639,830	730,850	999,611	365,900	
Water Operations:					
New Water Treatment Plant	3,278,623	26,714,000	22,251,214	26,768,000	
NADC Pump Station	(12,154)	-	-	-	
Water Supply Expansion	-	563,000	563,000	2,170,000	
River Valley Low Head Dam	-	-	225,000	-	
N Dakota Decommissioning	-	100,000	100,000	-	
AMR/AMI Meter Conversion	-	417,000	417,000	100,000	
Water Plant Facility Improvements	-	-	0	63,000	
Source Water Protection Plan	-	-	-	200,000	
Sub-Total	3,266,469	27,794,000	23,556,214	29,301,000	
Water Distribution:					
Water System Improvements	1,414,704	975,000	1,565,022	975,000	
Toronto Area Water Main	156,326	-	107,242	-	
North Ames Water Extension	13,386	-	814,793	-	
Sub-Total	1,584,416	975,000	2,487,057	975,000	
Storm Sewer:					
Flood Mitigation - Local Flooding	486,861	-	1,214,785	-	
Teagarden Area Study	-	-	12,775	-	
Teagarden Area/Middle Branch	-	-	555,000	-	
Teagarden Area/South Branch	-	300,000	300,000	-	
Low Point Drainage Improvements	142,293	150,000	508,530	150,000	
Storm Sewer Improvements	25,003	250,000	569,658	250,000	
Storm Water Erosion Control	13,650	-	162,990	327,000	
Storm Water Facility Rehabilitation	343,521	100,000	393,759	25,000	
Flood Mitigation - River Flooding	-	-	-	1,078,000	
Storm Water Quality Improvements	-	-	-	100,000	
Sub-Total	1,011,328	800,000	3,717,497	1,930,000	
Sanitary Sewer:					
Sanitary Sewer Rehabilitation	198,172	3,470,000	3,862,397	3,470,000	
Clear Water Diversion	2,362	25,000	110,878	25,000	
Sanitary Sewer System Evaluation	484,367	-	235,453	-	
Woodview Drive Water & Sewer	231,103	-	115,591	-	
North Ames Sewer Extension	32,415	-	1,522,036	-	
East Industrial Sewer Extension	-	-	-	2,030,000	
Sub-Total	948,419	3,495,000	5,846,355	5,525,000	

UTILITIES CIP

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Water Pollution Control:					
Long-Range Facility Plan	9,713	-	-	-	
Automation Study/Upgrade	128	-	46,476	-	
Plant Facility Improvements	222,627	73,000	959,601	74,000	
WPC Plant Disinfection	2,006,447	-	284,426	-	
WPC Lagoon Liners	(4,548)	-	54,548	-	
Electrical System Maintenance	14,194	96,000	338,591	116,000	
Residuals Handling Improvements	101,418	933,000	1,456,582	618,000	
Cogeneration System	177,170	-	22,830	-	
Lift Station Improvements	10,728	-	1,029,272	212,000	
Digester Improvements	91,505	880,000	1,677,495	1,189,000	
Mechanical & HVAC Systems	12,640	418,000	198,360	565,000	
Secondary Treatment Improvements	28,552	-	561,997	-	
Clarifier Maintenance	-	200,000	-	200,000	
Bar Screen Improvements	-	750,000	750,000	-	
Structural Rehabilitation	-	-	-	786,000	
Flow Equalization Expansion	-	-	-	1,075,000	
Sub-Total	2,670,574	3,350,000	7,380,178	4,835,000	
Electric:					
Demand Side Management	1,008,480	1,000,000	1,000,000	1,000,000	
Mid-American Interconnection	4,042,626	-	121,301	-	
Plant Distribution Substation	18,070	-	-	-	
Vet Med Substation	(48)	-	-	-	
Feedwater Heater Tube	6,464	-	-	450,000	
Inlet Heating for GT #2	-	-	823,812	-	
Electric Svcs Storage Building	-	-	125,000	-	
Power Plant Fire Protection	44,021	-	869,526	-	
Unit #8 Turbine Overhaul	391,804	-	-	-	
69kV Switchyard Relay/Control	951,419	-	1,228,433	-	
Vet Med Substation Feeders	137,979	-	262,021	-	
69kV Transmission Reconstruction	0	250,000	250,000	250,000	
Mortensen Road Underground	-	50,000	50,000	-	
Plant Substation Switchgear	293,686	-	766,314	-	
CEMS Equipment/Systems	-	50,000	50,000	500,000	
CT #1 Evaporator Cooler	-	-	300,000	-	
Top-O-Hollow Substation	-	-	250,000	-	
Unit #7 Crane Repair	18,349	-	210,946	-	
Unit #8 Precipitator Control	-	-	200,000	-	
Units #7 #8 Fuel Conversion	62,884	16,000,000	10,937,116	15,000,000	
Natural Gas Transport Pipe	-	7,000,000	4,529,140	-	
RDF Bin Work	-	250,000	250,000	-	
Electric Distribution Roof	-	350,000	350,000	-	
GT #1 Inspection/Overhaul	-	1,500,000	1,500,000	-	
161 kV Line Relocation	-	-	-	800,000	
Power Plant Relay/Control System	-	-	-	175,000	
Cooling Tower Repairs	-	-	-	3,875,000	
Power Plant Roof Replacement	-	-	-	230,000	
Unit #7 Boiler Tube Repair	-	-	-	3,850,000	
Sub-Total	6,975,734	26,450,000	24,073,609	26,130,000	
Total Utilities CIP	18,096,770	63,594,850	68,060,521	69,061,900	8.6%



TRANSPORTATION

LIBRARY OPENING DAY



TRANSPORTATION

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TRANSPORTATION

Program Description:

The Transportation Program serves the community by providing facilities which enhance the movement of people within the City. The system aids industrial, commercial, and residential users through the orderly flow of vehicles and passengers for commercial and leisure activities. The Street System maintains the hard surfaced and gravel streets within the City. These surfaces are cleared of dirt and debris on a regular basis. Snow and ice are removed according to guidelines set by the City Council. The rights-of-way are mowed and litter removed on a regular basis. Public Parking facilities are operated and maintained by the City. The public safety is protected by parking regulations set forth by the City Council. These regulations are enforced by warning violators or issuing fines. Revenues are collected from meters and fines, and these revenues are used to maintain and improve the parking system. Ames operates and maintains a Mass Transit System to provide efficient and economical transportation to all members of the community. A fixed route service is available on a daily basis for most residents. Dial-A-Ride is a contracted service available for elderly or disabled residents. The operations of the system are overseen by a joint City/ISU student board. The Ames Municipal Airport provides general aviation services to the community. The City maintains two hard surface runways. Buildings, taxiways, and streets at the Airport are maintained by the City to ensure clean, safe, and usable air facilities. Capital Improvements which benefit the Transportation sub-program areas are budgeted in this program.

	2013/14	2014/15	2014/15	2015/16	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Street System	3,448,508	3,646,002	3,814,596	3,941,210	8.1%
Public Parking	790,560	838,985	848,129	851,900	1.5%
Transit System	8,869,683	9,440,489	9,770,653	10,230,327	8.4%
Airport	145,399	123,068	132,710	138,136	12.2%
Total Operations	13,254,150	14,048,544	14,566,088	15,161,573	7.9%
Transportation CIP	12,513,019	15,220,170	26,706,578	20,543,718	35.0%
Total Expenditures	25,767,169	29,268,714	41,272,666	35,705,291	22.0%
Personnel - Authorized FTE	103.05	108.72	107.35	108.85	

TRANSPORTATION

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	8,603,798	9,120,533	9,210,990	9,598,222	5.2%
Contractual	2,617,803	2,733,591	3,163,189	3,280,670	20.0%
Commodities	2,031,049	2,170,320	2,139,367	2,249,881	3.7%
Capital	-	23,500	51,942	32,200	37.0%
Other	1,500	600	600	600	0.0%
Total Operations	13,254,150	14,048,544	14,566,088	15,161,573	7.9%
Transportation CIP	12,513,019	15,220,170	26,706,578	20,543,718	35.0%
Total Expenditures	25,767,169	29,268,714	41,272,666	35,705,291	22.0%
Funding Sources:					
General Fund	(75,291)	(108,488)	(96,543)	(83,655)	-22.9%
Road Use Tax Fund	3,439,722	3,638,463	3,805,747	3,933,554	8.1%
Parking Fund	793,906	843,574	853,205	857,238	1.6%
Transit Fund	8,869,683	9,440,489	9,770,653	10,230,327	8.4%
Airport Revenues	226,130	234,506	233,026	224,109	-4.4%
Operations Funding	13,254,150	14,048,544	14,566,088	15,161,573	7.9%
Transportation CIP Funding:					
GO Bonds	5,771,043	9,240,000	16,881,765	8,860,000	-4.1%
Local Option Sales Tax	114,264	100,000	352,914	160,000	60.0%
Road Use Tax	199,084	1,195,000	2,870,185	440,000	-63.2%
Street Construction Fund	1,298,297	1,682,000	2,805,534	6,070,728	260.9%
TIF Funds	-	-	-	2,938,990	
Airport Construction Fund	1,029,780	-	31,299	822,000	
Electric Utility Fund	106,007	171,000	269,455	150,000	-12.3%
Water Utility Fund	-	40,000	40,000	50,000	25.0%
Storm Sewer Utility Fund	-	40,000	40,000	50,000	25.0%
Transit Fund	3,994,544	2,752,170	3,415,426	1,002,000	-63.6%
CIP Funding	12,513,019	15,220,170	26,706,578	20,543,718	35.0%
Total Funding Sources	25,767,169	29,268,714	41,272,666	35,705,291	22.0%

STREET SURFACE MAINTENANCE

The streets in Ames are constructed of several different materials and require different techniques to repair the cracked, broken, or distorted surfaces or bases. Street maintenance activities provide smooth and safe streets which are stable and which drain precipitation to the storm sewer system without allowing the moisture to penetrate the surface and saturate the street base. This maintenance includes patching, resurfacing, seal coating, slurry seal, and grading of gravel streets as needed. In addition to regular maintenance, shared use paths are repaired as needed. A CIP program, introduced in FY 2008/09, provides for pavement improvements to enhance the safety and usability of the shared use paths. Storm damage pickup of branches is the responsibility of this activity.

Service Objectives:

- ✓ Maintain the City's network of streets, alleys, and shared use paths in a safe and usable condition
- ✓ Provide barricades for block parties and other community events (road races, etc.)
- ✓ Provide emergency repairs to roads and streets as necessary
- ✓ Offer curb and gutter replacement program to eligible citizens

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	769,865	859,421	779,765	820,575	-4.5%
Contractual	431,701	476,539	511,884	523,067	9.8%
Commodities	270,182	294,000	297,308	295,800	0.6%
Capital	-	2,500	2,500	-	-100.0%
Total Expenditures	1,471,748	1,632,460	1,591,457	1,639,442	0.4%
Funding Sources:					
General Fund	201	2,950	2,173	2,318	-21.4%
Road Use Tax Fund	1,471,547	1,629,510	1,589,284	1,637,124	0.5%
Total Funding Sources	1,471,748	1,632,460	1,591,457	1,639,442	0.4%
Personnel - Authorized FTE	12.13	12.13	10.20	10.20	

STREET SURFACE MAINTENANCE

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Storm Sewer Maintenance, Utility Maintenance, Right-of-Way Maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values. The increases are \$12,016 for FY 2014/15 and \$28,907 for FY 2015/16.

The pavement management system utilized by Public Works – Engineering also provides data that helps guide and direct maintenance work to produce more efficient pavement maintenance activities.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Miles of streets maintained	275	276	277	280
Blocks of streets crack sealed	92	98	100	105
Blocks of streets slurry sealed	3	11	15	15
Miles of off-street bike paths maintained	51	52	53	54
# of events for which barricades were provided	52	59	60	60
Efficiency and Effectiveness:				
Cost per mile for street maintenance	\$5,455	\$5,332	\$5,737	\$5,849
Citizen satisfaction* with bike path maintenance	84%	79%	80%	80%
Citizen satisfaction* with condition of streets in neighborhoods	77%	73%	77%	80%
Citizen satisfaction* with surface condition of major streets	79%	73%	77%	80%

* % rating "good" or "very good" in Resident Satisfaction Survey

STREET SURFACE CLEANING

This activity provides street sweeping of all residential, arterial, and business district streets to enhance the cleanliness of the community.

Service Objectives:

- ✓ Sweep arterial and collector streets 16 times/year (1,347 miles) (City crews)
- ✓ Sweep residential streets 11 time/year (5,145 miles) (City crews and contractor)
- ✓ Sweep Business District 32 times/year (512 miles) (City crews)

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	113,907	127,084	113,174	119,215	-6.2%
Contractual	109,731	121,506	138,192	143,055	17.7%
Commodities	493	350	362	200	-42.9%
Capital	-	-	-	-	
Total Expenditures	224,131	248,940	251,728	262,470	5.4%
Funding Sources:					
Road Use Tax Fund	224,131	248,940	251,728	262,470	5.4%
Total Funding Sources	224,131	248,940	251,728	262,470	5.4%
Personnel - Authorized FTE	1.75	1.75	1.64	1.64	

STREET SURFACE CLEANING

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Storm Sewer Maintenance, Utility Maintenance, Right-of-Way Maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

Streets in the business districts, arterial and collector streets, and some residential streets are regularly cleaned by City crews. In addition, City crews respond to clean-up activities that arise from emergency incidents (accidents, spills, floods, etc.) and clean-up of mud and debris that is tracked onto the streets at City construction sites. They also clean the streets affected by maintenance sites of City crews. **Timely response** is essential to these types of incidents.

A budget increase is shown as the street sweeper lifecycle and replacement cost was updated to more accurately reflect the remaining life and replacement value of the unit. The increases are \$16,826 for FY14/15 and \$21,689 for FY 15/16.

Contracted services continue to be used to supplement City crews in sweeping residential streets (\$30,000).

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Curb miles cleaned – arterial and collector Streets	1,592	1,409	1,500	1,600
Curb miles cleaned – residential streets (City crews)	3,840	3,960	4,000	4,100
Curb miles cleaned – residential streets (Contractor)	1,286	1,414	1,400	1,450
Curb miles cleaned – Business District	568	476	500	600
Efficiency and Effectiveness:				
Cost/mile of streets cleaned (City crews)	\$36.63	\$38.34	\$41.95	\$41.66
Cost/mile of streets cleaned (Contractor)	\$23.27	\$14.82	\$21.42	\$20.69
Citizen satisfaction* with street sweeping in business areas	93%	95%	95%	95%
Citizen satisfaction* with street sweeping in neighborhoods	83%	85%	85%	85%
% of street sweeping needs provided by City crews	75%	1,409	1,500	1,600
% of street sweeping needs provided by Contractor	25%	3,960	4,000	4,100

* % rating "good" or "very good" in Resident Satisfaction Survey

SNOW AND ICE CONTROL

On a priority system, this activity provides passable streets for moving vehicles during and after snowstorms. Under slippery road conditions, sand and/or de-icing materials are spread on curves, hills, and intersections of highways and thoroughfares. The snow ordinance usually becomes effective after 2" of snow has fallen; and arterial and several collector streets are plowed. Residential streets are plowed after 3" of snow. Following typical snowstorms, snow routes are cleared in five hours and major and residential streets are cleared in sixteen hours.

Snow and ice storm events are citywide emergencies that require the cooperation of many City departments to provide the quality of service desired for citizens. Therefore, when a snow and/or ice emergency is declared, efforts to deal with the emergency are seen citywide. Parks and Recreation maintenance workers clear designated winter bike paths; employees from departments throughout the City are added to snow and ice operations activities; and a quiet place for rest (for snowplow operators, etc.) is provided at the Electric Distribution building.

Service Objectives:

- ✓ Provide ice control as necessary to streets and intersections
- ✓ Remove sand from streets at the end of the snow/ice season
- ✓ Remove snow from streets according to standards established by City Council
- ✓ Install snow fence as necessary

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	499,285	442,668	363,850	381,500	-13.8%
Contractual	482,048	486,456	532,264	537,347	10.5%
Commodities	172,962	200,100	200,764	200,000	-0.1%
Capital	-	16,500	9,700	32,200	95.2%
Total Expenditures	1,154,295	1,145,724	1,106,578	1,151,047	0.5%
Funding Sources:					
Road Use Tax Fund	1,154,295	1,145,724	1,106,578	1,151,047	0.5%
Total Funding Sources	1,154,295	1,145,724	1,106,578	1,151,047	0.5%
Personnel - Authorized FTE	5.00	5.05	4.70	4.70	

SNOW AND ICE CONTROL

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Storm Sewer Maintenance, Utility Maintenance, Right-of-Way Maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

A 2,500 ton **salt contract** is in place for the FY 2014/15 snow season. The contract salt cost is \$65.74/ton (\$162,500 total), an increase from the original estimate of \$65.00/ton. **Calcium chloride** purchases will continue at a cost of \$10,000 in both FY 2014/15 and FY 2015/16. The FY 2014/15 budget was prepared assuming that the City of Ames will return to the historical average of snowfall of 43 inches, which has not been the case over the last several years.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values. The increases are \$37,635 for FY 2014/15 and \$55,168 for FY 2015/16.

Two skid steer loader plows, along with a wing/plow combo for a loader, are included in FY 2015/16 in the amount of \$32,200. These plows will be utilized in areas that are more difficult for larger plow and loader units which will translate into increased efficiency and service levels.

In FY 2014/15 and FY 2015/16, City crews will utilize **33 units** (pickups, trucks, road grader, skid steers, backhoes, etc.) for snow and ice control activities. This will include a new single-axle dump truck. In addition, 16 units (mostly tractors with plows) with **contracted drivers (\$86,050)** will be available to supplement City crews in these activities. In addition to Public Works, employees from several other departments are utilized for snow and ice control activities.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Annual snowfall (inches) (43" 5-year historical average; 41" 10-year historical average)	54	46	43	43
Miles of street maintained	275	276	277	278
# of snow/ice control operations	20	25	20	20
Sodium chloride applied (tons)	3,178	3,214	3,000	3,000
Calcium chloride applied (gallons)	3,650	6,675	5,000	5,000
Salt brine used (gallons)	32,800	60,050	50,000	50,000
Snow fence installed (miles)	1.75	1.75	2	2
Efficiency and Effectiveness:				
Cost of snow plowing/ice removal per inch of accumulation per mile of street	\$69.64	\$90.92	\$97.15	\$100.84
Citizen satisfaction* with snow plowing on major City streets	88%	86%	90%	90%
Citizen satisfaction* with snow plowing in neighborhoods	68%	69%	75%	75%
Citizen satisfaction* with ice control at intersections	75%	77%	80%	80%

* % rating "good" or "very good" in Resident Satisfaction Survey

RIGHT-OF-WAY MAINTENANCE

This activity includes turf maintenance on City-owned land and rights-of-way and private property (after citizen non-compliance). Staff maintains sidewalks adjacent to City-owned land and buildings as a responsibility of this activity, as well as communication with owners concerning sidewalk adjacent to private property. All forestry related functions including removal, trimming, planting, and disease diagnosis are also included in this activity. Sidewalks reported by citizens to be in need of repair are evaluated by City personnel as to safety. Any required repairs are the responsibility of the homeowner and are inspected by City personnel after repairs are done. Trash removal from public receptacles is the responsibility of this activity.

Service Objectives:

- ✓ Provide attractive rights-of-way, especially at City entryways and along major transportation corridors, throughout the City
- ✓ Provide landscape maintenance and related services on City rights-of-way
- ✓ Provide oversight, scheduling, and contract administration of the right-of-way tree trimming contractor
- ✓ Evaluate deficient sidewalks on private property, notify property owner of maintenance/repair responsibilities, and inspect new/repared sidewalks
- ✓ Sweep sidewalks in Campustown and Downtown three times per week for six months of the year
- ✓ Maintain sidewalks adjacent to City-owned land and buildings
- ✓ Trim, remove and maintain trees at City facilities and on City rights-of-way
- ✓ Remove trash from public receptacles
- ✓ Continue enhanced efforts on cleanliness of public rights-of-way in Campustown

	2013/14	2014/15	2014/15	2015/16	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	366,502	371,480	400,604	427,024	15.0%
Contractual	201,528	226,698	395,384	443,627	95.7%
Commodities	30,304	20,700	38,845	17,600	-15.0%
Capital	-	-	30,000	-	
Total Expenditures	598,334	618,878	864,833	888,251	43.5%
Funding Sources:					
General Fund	5,239	-	1,600	-	
Road Use Tax Fund	589,749	614,289	858,157	882,913	43.7%
Parking Fund	3,346	4,589	5,076	5,338	16.3%
Total Funding Sources	598,334	618,878	864,833	888,251	43.5%
Personnel - Authorized FTE	3.25	3.25	3.76	3.76	

RIGHT-OF-WAY MAINTENANCE

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Storm Sewer Maintenance, Utility Maintenance, Right-of-Way Maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

The **Emerald Ash Borer** Readiness and Urban Forest Diversification and Reforestation Plans were approved by City Council on October 14, 2014, along with an amendment to the appeals process on December 9, 2014. As a result, a funding increase of \$170,062 in FY 2014/15 and \$211,098 in FY 2015/16 from Road Use Tax has been identified to cover plan expenses of removal, replacement, and treating of ash trees in the right of way.

A **forestry intern** is proposed to be added at a cost of approximately \$6,700 to help in the public outreach and education as it applies to the Emerald Ash Borer and City's approved response plan.

The **stairs on the west side of Grand Avenue**, south of the Union Pacific Railroad bridge and adjacent to North 2nd Street, are budgeted to be repaired at a cost of \$10,000.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Rights-of-way mowed (acres)	760	770	775	780
Complaint notices issued – snow/ice on sidewalk	152	288	150	150
Actual # of billings for snow/ice removal from sidewalks	13	30	15	15
Sidewalk repair letters sent	30	25	30	30
Trees and shrubs planted	350	375	625	675
EAB trees removed			226	226
EAB trees replanted				452
Efficiency and Effectiveness:				
Citizen satisfaction with appearance of medians and parkways	92%	94%	95%	95%

PARKING OPERATIONS AND MAINTENANCE

This activity provides safe, available, and well-maintained parking opportunities for the public in metered spaces and parking lots. The system includes parking activities in Campustown, Downtown, and residential neighborhoods. These components include both metered and non-metered spaces. Staff utilizes an expansive database to manage the parking meter locations, equipment, and associated review for parking lots located both in the Downtown and Campustown areas. Secure daily money collection from meters is provided as part of this activity.

Service Objectives:

- ✓ Provide safe, available, and well maintained parking opportunities for the public
- ✓ Secure daily money collection from meters
- ✓ Repair/replace defective parking meters within 24 hours
- ✓ Perform preventive maintenance on parking meters

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	192,496	185,147	186,495	194,946	5.3%
Contractual	67,316	67,446	67,017	69,158	2.5%
Commodities	32,901	38,450	38,450	31,100	-19.1%
Capital	-	-	1,700	-	
Total Expenditures	292,713	291,043	293,662	295,204	1.4%
Funding Sources:					
Parking Fund	292,713	291,043	293,662	295,204	1.4%
Total Funding Sources	292,713	291,043	293,662	295,204	1.4%
Personnel - Authorized FTE	1.82	1.84	2.40	2.40	

PARKING OPERATIONS AND MAINTENANCE

Highlights:

Parking staff continues to add SmartCard meters to the Ames parking system. During FY 14/15, staff has finalized the combination of the City’s Smartcard system with ISU. By combining the SmartCard systems, the City and ISU alike have already seen improved customer service to those people who frequently use metered parking.

In FY 2014/15, staff is working with GIS staff to create a **Mobile Parking application** that includes maps. This application has the potential for customers to see what rentable parking spaces are available.

Improved operation of parking meters has been recognized through the reduced number of maintenance reports for jammed coins or failures to receive time on the meter after coins were deposited. This has been achieved through ongoing tests using specialized coin sets to minimize misread coins, and has led to better reliability of the City’s parking meter system.

An increase in **Personal Services** was the result of accurately reflecting work activities of Traffic Maintenance and Parking personnel.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of parking stalls	2,802	2,802	2,802	2,802
# of parking stalls painted	2,100	2,802	2,000	2,000
Electronic parking meters in use	939	960	975	975
SmartCard parking meters in use	295	340	400	450
# of meter complaints	304	382	350	350
# of preventive maintenance checks done on meters	505	342	300	300
Efficiency and Effectiveness:				
Reserved parking space rented (%)	86%	90%	90%	90%

PARKING LAW ENFORCEMENT

This activity has the responsibility of enforcing parking regulations in the Downtown and Campustown business areas as well as other locations around the city. Citations are issued for both overtime and illegal parking, with a goal of supporting compliance with all parking system regulations. Community Safety Officers enforce parking regulations during the evening hours as well as assist police officers and citizens in traffic movement and document reports of minor incidents. Parking law enforcement is also conducted by police officers and is included in the Crime Prevention and Patrol Activity.

Service Objectives:

- ✓ Promote compliance with parking regulations
- ✓ Address parking issues proactively
- ✓ Increase efficiency through the use of part-time and civilian employees
- ✓ Provide funeral escorts and assist in traffic control at special events
- ✓ Resolve neighborhood complaints
- ✓ Assist in response to snow emergencies and other natural disasters

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	266,294	286,523	307,829	307,183	7.2%
Contractual	53,361	78,653	62,205	64,306	-18.2%
Commodities	4,702	1,775	2,775	2,575	45.1%
Capital	-	4,500	4,500	-	
Total Expenditures	324,357	371,451	377,309	374,064	0.7%
Funding Sources:					
Parking Fund	324,357	371,451	377,309	374,064	0.7%
Total Funding Sources	324,357	371,451	377,309	374,064	0.7%
Personnel - Authorized FTE	1.50	1.50	1.50	1.50	

PARKING VIOLATION COLLECTION

The purpose of the parking Violation Collection activity is to accept and record monies received in the payment of parking ticket fines. Responsibilities include collecting and recording payments received electronically, through the mail, over-the-counter, and in the drop-box; maintaining payment records; responding to citizens' questions; mailing reminder notices on unpaid tickets; and working with other collection processes, including collection agencies and the City of Ames Legal Department. Additional responsibilities include assisting with the processing of utility payments made over-the-counter and selling CyRide passes.

Service Objectives:

- ✓ Accurately record citizens' payments on the date the payments are received
- ✓ Accurately maintain payment records
- ✓ Accurately record payments made to the collection agency within two working days of receipt of the collection report
- ✓ Mail reminder notices to citizens with unpaid parking tickets on the same day as the notices are generated
- ✓ Report payments received on tickets at collection on a weekly basis
- ✓ Respond promptly and courteously to citizens' inquiries and requests
- ✓ Offer citizens convenient options for paying their parking ticket fines
- ✓ Process overpayments on a weekly basis
- ✓ Promptly refer to collection agency all tickets outstanding for at least 40 days

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	79,290	81,432	82,855	86,375	6.1%
Contractual	92,394	92,421	91,665	93,619	1.3%
Commodities	1,806	2,638	2,638	2,638	0.0%
Capital	-	-	-	-	
Total Expenditures	173,490	176,491	177,158	182,632	3.5%
Funding Sources:					
Parking Fund	173,490	176,491	177,158	182,632	3.5%
Total Funding Sources	173,490	176,491	177,158	182,632	3.5%
Personnel - Authorized FTE	1.10	1.10	1.10	1.10	

PARKING VIOLATION COLLECTION

Highlights:

In FY 2012/13, the City implemented a service which allowed citizens to purchase a SmartCard with prepaid parking time. Citizens were able to use the SmartCard to pay for metered parking and were able to receive a refund of their unused time. In FY 2014/15, the City enhanced this service by combining the SmartCard program with Iowa State University's program. This allows citizens to use their SmartCards at City or ISU parking meters. The sale of SmartCards is handled by staff assigned to this program.

One of the objectives of this program is to offer citizens easy and convenient methods to pay their parking tickets. FY 2014/15 marks the tenth year since the City began to offering citizens the ability to pay parking tickets online with a debit or credit card. The percentage of tickets being paid using this option has grown from 9.2% in FY 2004/05 to over 50.0% in FY 2014/15. The merchant fee associated with processing debit and credit card payments is estimated to be \$10,325 in 2014/15 and \$10,620 in 2015/16.

This program's share of Data Services has decreased in relation to other programs. Data Service costs for FY 2014/15 are projected to be \$2,857 less than adopted. The amount requested for FY 2015/16 is \$2,489 less than the amount adopted for FY 2014/15.

The dollar amount of tickets being referred to the collection agency has increased the previous two years and it appears the trend will continue into FY 2015/16. The amount requested for collection expenses is \$1,970 higher for FY 2015/16 than the amount adopted for FY 2014/15.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Maintained an accuracy rate of no more than 1 misapplied payment per 1,000 payments processed	Yes	Yes	Yes	Yes
% of payments made by credit card	45.7	49.4	50.0	50.5
% of tickets outstanding for 40 to 60 days referred to Collection Agency	100.0	100.0	100.0	100.0
% of payments reported to collection agency within a week of receipt	100.0	100.0	100.0	100.0
% of reminder notices mailed on date generated	100.0	100.0	100.0	100.0
% of customer inquiries or requests responded to within one working day	100.0	100.0	100.0	100.0
Efficiency and Effectiveness:				
Number of payments processed	41,484	40,376	40,000	40,000
Number of overpayments processed	397	304	350	350
Number of reminder notices mailed	19,842	18,449	19,500	19,500
Number of tickets referred to collection	9,288	8,765	9,000	8,900
Average cost for payment processed	\$4.16	\$4.30	\$4.43	\$4.57

TRANSIT SYSTEM

Activity Description:

The Ames Transit system provides those who live in and visit the City with a safe, economical, and energy saving mass transit system.

Transit Administration oversees the operations of the total transit system. Statistical data and record keeping functions are also performed. Transit system administration reports to federal, state, university, and local authorities, and derives its funds from the same.

The system operates Fixed Route Service (CyRide) every day of the year except Thanksgiving, Christmas, and New Year's Day.

The Transit System further serves the community by contracting for Dial-A-Ride service. This service benefits the community by making transit service available to the disabled and other citizens with special needs.

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Administration & Support	1,731,606	1,783,721	1,763,216	1,804,552	1.2%
Fixed Route Service	6,962,406	7,500,806	7,812,092	8,223,533	9.6%
Dial-a-Ride Service	175,671	155,962	195,345	202,242	29.7%
Transit Operations	8,869,683	9,440,489	9,770,653	10,230,327	8.4%
Personnel - Authorized FTE	75.95	81.55	81.55	83.05	

TRANSIT SYSTEM

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	6,263,033	6,712,480	6,921,559	7,204,594	7.3%
Contractual	1,090,185	1,117,602	1,292,077	1,329,305	18.9%
Commodities	1,514,965	1,609,807	1,552,875	1,695,828	5.3%
Capital	-	-	3,542	-	
Other	1,500	600	600	600	0.0%
Total Expenditures	8,869,683	9,440,489	9,770,653	10,230,327	8.4%
Funding Sources:					
Transit Fund	8,869,683	9,440,489	9,770,653	10,230,327	8.4%
Total Funding Sources	8,869,683	9,440,489	9,770,653	10,230,327	8.4%

TRANSIT ADMINISTRATION AND SUPPORT

This activity involves the orderly and efficient management of the public transit system. Associated activities are the marketing of the system, transit facilities maintenance, and the training and development of employees who will operate vehicles in a safe, responsible, and courteous manner.

Service Objectives:

- ✓ Achieve at least 6.7 million rides within the community
- ✓ Maintain an operating budget balance of no less than 9%
- ✓ Administer all state and federal grants to maximize funding from non-local sources
- ✓ Ensure compliance with all federal, state and local regulations
- ✓ Maintain an average large bus fleet age of 12 years or less
- ✓ Implement a coordinated plan to improve bus stop locations
- ✓ Educate the business, student, and general resident population about services

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	1,077,573	1,113,989	1,097,960	1,139,085	2.3%
Contractual	587,230	605,977	598,409	609,782	0.6%
Commodities	66,803	63,755	63,305	55,685	-12.7%
Capital	-	-	3,542	-	
Total Expenditures	1,731,606	1,783,721	1,763,216	1,804,552	1.2%
Funding Sources:					
Transit Fund	1,731,606	1,783,721	1,763,216	1,804,552	1.2%
Total Funding Sources	1,731,606	1,783,721	1,763,216	1,804,552	1.2%
Personnel - Authorized FTE	9.80	9.80	9.80	9.80	

TRANSIT ADMINISTRATION AND SUPPORT

Highlights:

CyRide has experienced increased ridership each year for the last eight years, for a 58.6% increase from the 2006/2007 to the 2014/2015 budget. Ridership for the first three months of 2014/2015 is 6.5% higher than the previous year, and is anticipated to be at least 6.8 million rides for the fiscal year. With higher ISU enrollment predicted for the 2015/2016 budget year, CyRide expects to provide nearly 7 million rides in the next year. These year-after-year increases are placing operational and infrastructure challenges on the system to maintain a high quality of service.

Student fees are anticipated to increase by \$2.24 in 2015/2016, raising the full-time student cost per semester to \$66.35, with a 2014/2015 year-end GSB Trust Fund balance projected to exceed \$850,000.

The increased percentage share for the City of Ames will be 5.03%. Fuel expenses, which are a major expense in the budget, are budgeted to remain flat with a lower price per gallon, but additional miles travelled. The 2014/2015 budgeted price per gallon of fuel was \$3.75 and will be lowered to \$3.50 per gallon for the 2015/2016 budget year.

State and federal dollars are anticipated to remain relatively stable with state dollars increasing \$26,500 to \$676,500 and federal dollars slightly higher totaling \$2,041,482.

The full-time equivalent staffing level has been increased by 1.5 FTEs in 2015/16, which reflects the need for additional drivers to operate the services required to meet the anticipated ridership increase.

CyRide has increased its fleet size by 42 buses over the past eight years.

The 2015/2016 budget reflects the last of five repayments of a state revolving loan in the amount of \$17,500 for local match required for construction of the Intermodal Facility. The local payment is divided equally between the City and Iowa State University, each contributing \$8,750.

The NextBus vehicle tracking system that allows customers to received real-time information about when the bus will be arriving at their bus stop was moved in the 2015/2016 from a capital item to the operating budget. This is a \$96,170 change to the operating budget.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Ridership	5,892,786	6,619,182	6,800,000	6,900,000
Grant funds received	\$6,840,254	5,356,541	4,880,550	3,133,632
Average fleet age in years	9.7	11.0	11.8	12.6
Efficiency and Effectiveness:				
Passenger trips/capita	99.8	107.1	109.0	109.2
Passenger trips/revenue hour	51.7	55.4	55.7	55.8
Revenue hours/capita	1.9	1.9	2.0	2.0
Grant funds/expenses	47.3%	41.7%	37.0%	28.3%

FIXED ROUTE SERVICE

The fixed route bus service provides regularly scheduled public transit service to the City of Ames, including Iowa State University (ISU). There are eight color-coded bus routes which connect the various parts of the City, and three circulator routes that serve the ISU Campus and neighborhoods adjacent to campus.

Service Objectives:

- ✓ Maintain a safe transit system by reducing the total number of accidents by 2%
- ✓ Achieve at least 25,000 rides per customer comment
- ✓ Maintain the bus fleet in a manner that allows for the smooth and efficient operation of service on a daily basis
- ✓ Coordinate public transit service with other types of transportation (bikes, intercity/regional buses, etc.)
- ✓ Hire adequate staff to ensure that 85% or more of the drivers' work is assigned each week, reducing overtime expense
- ✓ Maintain service quality with at least 88% of the scheduled bus trips on time at a single timepoint on the schedule

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	5,175,392	5,588,129	5,813,254	6,055,267	8.4%
Contractual	337,352	366,025	508,668	527,523	44.1%
Commodities	1,448,162	1,546,052	1,489,570	1,640,143	6.1%
Other	1,500	600	600	600	0.0%
Total Expenditures	6,962,406	7,500,806	7,812,092	8,223,533	9.6%
Funding Sources:					
Transit Fund	6,962,406	7,500,806	7,812,092	8,223,533	9.6%
Total Funding Sources	6,962,406	7,500,806	7,812,092	8,223,533	9.6%
Personnel - Authorized FTE	66.05	71.65	71.65	73.15	

FIXED ROUTE SERVICE

Highlights:

Fixed route ridership is anticipated to increase to approximately 7 million riders during the 2015/2016 budget year. This service will be provided with a bus fleet of 93 buses after a 2014/2015 purchase of five additional used buses and receipt of six new buses funded under the last federal transit discretionary grant.

The busiest times for the fixed route service are just prior to and after class times, which require adequate buses and staffing to meet the demand at bus stops along CyRide’s routes. As a result of this “peaking” effect, CyRide has placed as many as seven buses for one scheduled trip on a route from west Ames to provide enough capacity to pick up all customers at the bus stop.

The NextBus technology project for real-time bus tracking was implemented in 2013/2014 and has proven to have a positive impact on customers’ abilities to utilize the system. The system also provides a “playback” feature, which allows staff to better investigate operational concerns from customers and to examine schedules for possible modifications.

The 2015/16 budget includes the following additional services to provide adequate capacity for ISU’s anticipated enrollment increase and to reflect a system carrying 7 million riders:

- Five additional hours of weekday service per day to provide adequate capacity for ISU’s enrollment increase
- Additional bus on the Gray Route each weekday from 7 am to 10 pm

CyRide will continue its bus shelter improvement plan in the 2015/2016 budget year to enhance CyRide’s customer experience.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Ridership	5,882,657	6,608,467	6,789,000	6,888,000
Average percent work assigned	91.0%	89.7%	90.0%	90.0%
Passenger compliments	22	21	22	22
Efficiency and Effectiveness:				
Passengers/revenue hour	53.3	57.2	57.5	57.7
Cost/revenue mile	\$5.71	\$5.85	\$6.22	\$6.40
Cost/passenger	\$1.11	\$1.05	\$1.15	\$1.20
Cost/revenue hour	\$59.21	\$60.13	\$66.10	\$68.08
Miles between preventable accidents	32,959	22,984	25,000	25,000

DIAL-A-RIDE

This activity addresses the public transportation needs of the disabled residents of Ames. Service hours and areas served exceed the requirements of the Americans with Disabilities Act. Heart of Iowa Regional Transit Agency (HIRTA) operates the Dial-A-Ride service as a subcontractor to CyRide.

Service Objectives:

- ✓ Process transportation applications for persons with disabilities within 21 days per ADA regulations
- ✓ Ensure customer satisfaction with service delivery
- ✓ Ensure subcontractor compliance with all federal and state regulations

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	10,068	10,362	10,345	10,242	-1.2%
Contractual	165,603	145,600	185,000	192,000	31.9%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Total Expenditures	175,671	155,962	195,345	202,242	29.7%
Funding Sources:					
Transit Fund	175,671	155,962	195,345	202,242	29.7%
Total Funding Sources	175,671	155,962	195,345	202,242	29.7%
Personnel - Authorized FTE	0.10	0.10	0.10	0.10	

DIAL-A-RIDE

Highlights:

CyRide is required under the Americans with Disabilities Act (ADA) to provide complementary paratransit service for persons unable to use fixed route services. If this service is contracted to another agency, Federal Section 5310 funding is available through a grant with the State of Iowa to fund up to 80% of its operational expenses. This funding is not available if CyRide directly operates the service. As a result, CyRide has contracted with another agency for the past ten years for the provision of this service called Dial-A-Ride. CyRide's current contract is with the Heart of Iowa Regional Transit Agency (HIRTA) for this service.

In the 2015/2016 budget year, Dial-A-Ride ridership is anticipated to provide 12,000 rides, reflecting an increasing ridership level. The Dial-A-Ride expenses are expected to be \$202,242 for the 2015/2016 budget year, with \$153,600 funded through a federal grant.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Ridership	9,468	10,715	11,000	12,000
# of complaints	10	9	5	5
% of applications processed in 21 days	97%	98%	98%	98%
Efficiency and Effectiveness:				
Passengers/revenue hour	3.0	3.1	3.1	3.0
Farebox revenue/expense	2.9%	2.1%	1.9%	2.0%
Cost/passenger	\$15.21	\$16.39	\$17.76	\$18.29
Cost/revenue mile	\$4.06	\$5.06	\$5.58	\$5.74

AIRPORT

The Ames Municipal Airport currently has the second busiest non-controlled airport in the state with over 25,000 operations occurring annually. Approximately 90 aircraft are housed in private and public hangars, and an additional 54 aircraft can be temporarily located in designated tie-down areas. A fixed base operator (FBO) is under contract to provide for daily airport operations. The FBO is not responsible for maintenance services at the Airport; therefore, maintenance is administered by Public Works through outside contracts or with City staff for snow removal and mowing. City-owned land next to the airport is utilized for agricultural purposes. The revenue is used to pay for capital projects

Service Objectives:

- ✓ Create a positive aviation environment for all users and the aviation community
- ✓ Maintain airport buildings and grounds
- ✓ Provide quality services for airport users
- ✓ Provide an essential gateway to the community
- ✓ Provide general aviation services to the City and immediate surrounding area

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	53,126	54,298	54,859	56,810	4.6%
Contractual	89,539	66,270	72,501	77,186	16.5%
Commodities	2,734	2,500	5,350	4,140	65.6%
Capital	-	-	-	-	
Total Expenditures	145,399	123,068	132,710	138,136	12.2%
Funding Sources:					
Airport Revenues:					
Hangar Leases	65,986	71,607	71,607	72,105	0.7%
Fuel Sales	8,502	11,050	9,570	9,510	-13.9%
Sigler Companies	47,647	49,088	49,088	50,554	3.0%
Airport Farm	103,941	102,611	102,611	91,890	
Miscellaneous	54	150	150	50	-66.7%
Revenue Subtotal	226,130	234,506	233,026	224,109	-4.4%
General Fund Support	(80,731)	(111,438)	(100,316)	(85,973)	-22.9%
Total Funding Sources	145,399	123,068	132,710	138,136	12.2%
Personnel - Authorized FTE	0.55	0.55	0.50	0.50	

AIRPORT

Highlights:

In June of 2013, the **Fixed Base Operator (FBO)** service contract with Hap's Air Service was extended by Council until such time that the new Ames Terminal Building is constructed, or upon 30 days written notice of a newly established termination date of their service contract. Once an agreement is reached with Iowa State University for construction of the new terminal/hangar, staff will solicit new proposals for FBO services to begin July 1, 2015.

In FY 12/13, staff held numerous Airport user meetings to help define expectations of a new terminal building. Meetings were held with Iowa State University (ISU) staff, private hangar owners, corporate jet owners, business charter companies, light sport (recreational) pilots, glider club members, frequent itinerant/visitors, and Ames Chamber and Convention and Visitors Bureau members. In December 2012, City Council indicated its vision of the new **Airport Terminal Building and Hangar**, which is included in the 2015-2020 Capital Improvements Plan.

FY 15/16 has a noticeable increase to operating expenses due to increased cost of contractual services for snow removal and mowing services. There is also an added expense in order to meet FAA requirements to migrate aviation data from paper to online databases.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Gallons of fuel dispensed (AVGAS)	33,239	26,371	23,000	20,000
Gallons of fuel sold (FBO) jet	91,684	80,018	103,000	106,000
Gallons of fuel dispensed for ISU jet	11,733	15,536	14,800	14,100
Gallons of private fuel dispensed	4,426	10,035	11,000	11,800
# of based single engine aircraft	66	68	70	70
# of based multi-engine aircraft	8	9	10	10
# of based ultra-light aircraft	0	0	0	0
# of based gliders	9	9	9	9
# of based jets	2	2	3	3
 Efficiency and Effectiveness:				
% of General Fund support needed to operate and maintain airport	0%	0%	0%	0%

TRANSPORTATION CIP

Activity Description:

This is a summary of all capital improvements in the Transportation Program. Details in each area are presented in the Five-Year Capital Improvements Plan for the City of Ames.

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Transit:					
Building Improvements	3,726,564	1,140,000	1,140,000	585,000	
Vehicle Replacement	23,190	1,376,000	2,039,256	244,000	
Shop & Office Equipment	122,809	49,000	49,000	48,000	
Bus Stop Improvements	-	46,000	46,000	50,000	
Needs Analysis	31,824	-	-	-	
Technology Improvements	90,157	141,170	141,170	75,000	
Sub-Total	3,994,544	2,752,170	3,415,426	1,002,000	
Airport Operations:					
West Apron Rehabilitation	1,029,780	-	31,299	-	
Terminal Building Replacement	-	-	-	2,410,000	
Runway 01/19 Rehabilitation	-	-	-	222,000	
Sub-Total	1,029,780	-	31,299	2,632,000	
Street Surface Maintenance:					
Neighborhood Curb Program	5,044	75,000	214,729	75,000	
Sidewalk Safety Program	17,635	100,000	275,479	-	
Retaining Wall Reconstruction	8,327	-	145,743	-	
Shared Use Path Maintenance	98,057	50,000	167,115	100,000	
Bridge Rehabilitation Program	43,313	180,000	180,000	3,320,000	
Pavement Restoration	67,850	75,000	82,150	75,000	
Right-of-Way Enhancements	-	65,000	75,320	65,000	
Sub-Total	240,226	545,000	1,140,536	3,635,000	
Public Works Engineering:					
Arterial Street Improvements	1,334,478	750,000	2,103,511	1,460,000	
Collector Street Improvements	818,276	1,240,000	2,274,051	-	
CyRide Route Improvements	1,508,482	1,832,000	3,349,728	-	
Downtown Street Improvements	1,279,226	900,000	1,957,331	850,000	
Concrete Pavement Improvements	275,616	1,726,000	3,564,757	1,200,000	
Seal Coat Improvements	676,565	650,000	2,349,731	350,000	
Asphalt Street Improvements	1,120,270	1,300,000	2,558,712	1,850,000	
SE 16th Street Paving/Bridge	1,823	-	-	-	
South Duff Improvements	-	-	5,000	-	
Grand Avenue Extension	4,500	-	399,500	280,000	
CDBG Improvements	56,049	-	-	-	
Grant Avenue Paving	55,805	2,825,000	2,769,516	-	
Mortensen Road Improvements	17,526	500,000	494,747	-	
Sunset Ridge 5th Paving	99,853	-	92,733	-	
Right-of-Way Restoration	-	200,000	200,000	275,000	
ISU Research Park	-	-	-	6,949,718	
Shared Use Path Expansion	-	-	-	60,000	
Sub-Total	7,248,469	11,923,000	22,119,317	13,274,718	
Total Transportation CIP	12,513,019	15,220,170	26,706,578	20,543,718	35.0%

COMMUNITY ENRICHMENT

LIBRARY OPENING DAY



COMMUNITY ENRICHMENT

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COMMUNITY ENRICHMENT

Program Description:

The City of Ames provides an array of services which enrich the lives of citizens. These leisure time and informational services are intended to give citizens opportunities to expand their interests, to increase their knowledge, to participate in a wide variety of physical pursuits, and to enjoy the quiet repose of the world around us.

The City of Ames also provides services which relate to public health and welfare. These programs provide assistance to the members of the community in housing, human services, arts, and economic development. Additional activities include the operation of the City's government access and public access cable TV channels and administration and maintenance of the City's cemeteries.

	2013/14	2014/15	2014/15	2015/16	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Parks & Recreation	3,771,085	3,991,646	4,094,529	4,120,761	3.2%
Library Services	3,493,706	3,891,464	3,952,621	4,039,191	3.8%
Human Services	1,060,788	1,155,850	1,159,563	1,233,357	6.7%
Art Services	161,104	181,401	206,948	185,733	2.4%
Cemetery	126,703	148,693	161,317	168,195	13.1%
City-Wide Housing	32,477	42,898	46,827	48,754	13.7%
Comm Dev Block Grant	653,164	523,489	1,191,895	487,470	-6.9%
Economic Development	235,619	231,291	221,573	223,314	-3.5%
Storm Disaster Activity	10,364	-	-	-	
Cable TV	124,595	124,991	142,250	139,415	11.5%
Total Operations	9,669,605	10,291,723	11,177,523	10,646,190	3.4%
Community Enrichment CIP	12,055,872	1,276,500	7,200,074	1,239,000	-2.9%
Total Expenditures	21,725,477	11,568,223	18,377,597	11,885,190	2.7%
Personnel - Authorized FTE	55.10	55.10	58.57	58.57	

COMMUNITY ENRICHMENT

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	5,256,394	5,721,352	5,661,597	5,880,141	2.8%
Contractual	3,165,367	3,736,806	4,109,528	3,918,809	4.9%
Commodities	416,227	401,739	428,910	406,721	1.2%
Capital	831,011	431,076	976,738	439,819	2.0%
Other	606	750	750	700	-6.7%
Total Operations	9,669,605	10,291,723	11,177,523	10,646,190	3.4%
Community Enrichment CIP	12,055,872	1,276,500	7,200,074	1,239,000	-2.9%
Total Expenditures	21,725,477	11,568,223	18,377,597	11,885,190	2.7%
Funding Sources:					
Program Revenues	1,632,539	1,673,435	1,660,861	1,711,593	2.3%
General Fund Support	4,585,636	5,183,358	5,278,809	5,399,977	4.2%
Local Option Sales Tax	1,248,665	1,366,692	1,394,047	1,449,275	6.0%
Hotel/Motel Tax	159,343	159,610	159,800	159,800	0.1%
Cable Franchise Fee	461,312	459,000	460,000	460,000	0.2%
Homewood Golf Course	207,781	238,892	248,292	268,727	12.5%
Ames/ISU Ice Arena	511,777	493,957	519,209	514,126	4.1%
City-Wide Housing Fund	32,477	42,898	46,827	48,754	13.7%
Comm Dev Block Grant	653,164	523,489	1,191,895	487,470	-6.9%
TIF/Kingland Systems	8,965	-	-	-	
Donations/Grants	150,738	140,392	210,783	139,468	-0.7%
FEMA Disaster Assistance	4,697	-	-	-	
Interest Revenue	12,511	10,000	7,000	7,000	-30.0%
Operations Funding	9,669,605	10,291,723	11,177,523	10,646,190	3.4%
Comm Enrich CIP Funding:					
GO Bonds	11,188,391	-	4,019,652	-	
Local Option Sales Tax	712,376	1,061,500	2,183,799	1,019,000	-4.0%
P&R Special Revenues	7,737	-	20,000	-	
Ice Arena Capital Reserve	1,058	215,000	116,937	220,000	2.3%
Library Bequests/Donations	146,310	-	859,686	-	
CIP Funding	12,055,872	1,276,500	7,200,074	1,239,000	-2.9%
Total Funding Sources	21,725,477	11,568,223	18,377,597	11,885,190	2.7%

PARKS AND RECREATION

Activity Description:

This activity provides a wide array of recreational opportunities to the community. The recreational preferences of many segments of the populace are provided for through both City-sponsored activities and activities sponsored in conjunction with other community groups. Many of these recreational activities are either partially or wholly self-supporting through user fees.

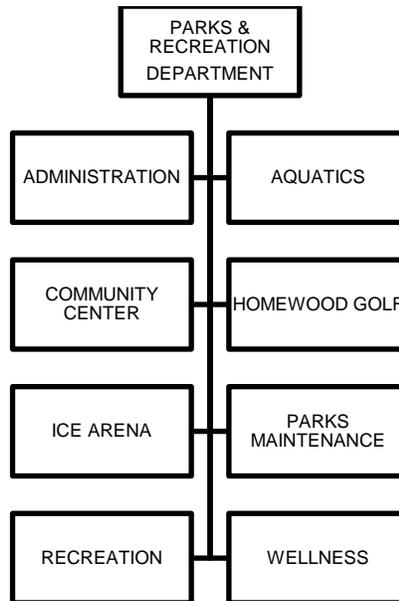
Several categories of recreational opportunities are provided to the community. The Recreational Programs include instructional activities designed to teach new skills, athletic activities which offer organized sporting competition, wellness programs for the overall health, education and welfare of citizens, social programs, and Community Center/Auditorium activities. The Aquatics Activity provides swimming opportunities at three City pools. The Homewood Golf Course Activity provides a highly used 9-hole golf course for citizens. The Ames/ISU Ice Arena provides an assortment of ice rink activities.

As in all Parks and Recreation activities, the challenge is to balance affordability and the necessary amount of tax support needed to offer a well-rounded program. The department is placing a high premium upon program marketability and the idea that direct costs should be recovered through non-tax revenues to the fullest extent possible.

	2013/14	2014/15	2014/15	2015/16	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Administration	282,864	307,799	291,372	310,230	0.8%
Instructional Programs	185,135	199,605	206,790	209,896	5.2%
Athletic Programs	146,276	161,462	135,781	140,634	-12.9%
Aquatics Programs	712,346	719,606	739,823	733,355	1.9%
Community Ctr/Auditorium	287,085	303,847	310,699	306,349	0.8%
Wellness Programs	271,518	280,106	277,018	285,009	1.8%
Homewood Golf Course	207,781	238,892	248,292	268,727	12.5%
Ames/ISU Ice Arena	511,777	493,957	519,209	514,126	4.1%
Park Maintenance	1,166,303	1,286,372	1,365,545	1,352,435	5.1%
Total Expenditures	3,771,085	3,991,646	4,094,529	4,120,761	3.2%
Personnel - Authorized FTE	19.50	19.50	19.50	19.50	

PARKS AND RECREATION

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	2,265,097	2,500,462	2,463,922	2,531,326	1.2%
Contractual	1,163,689	1,160,664	1,240,471	1,250,342	7.7%
Commodities	307,775	296,433	322,019	309,093	4.3%
Capital	34,524	34,087	68,117	30,000	-12.0%
Other	-	-	-	-	
Total Expenditures	3,771,085	3,991,646	4,094,529	4,120,761	3.2%
Funding Sources:					
Program Revenue	1,314,513	1,361,435	1,340,331	1,401,593	3.0%
Local Option Sales Tax	26,773	29,441	27,536	30,185	2.5%
Homewood Golf Course	207,781	238,892	248,292	268,727	12.5%
Ames/ISU Ice Arena	511,777	493,957	519,209	514,126	4.1%
Total Program Revenues	2,060,844	2,123,725	2,135,368	2,214,631	4.3%
General Fund Support	1,710,241	1,867,921	1,959,161	1,906,130	2.1%
Total Funding Sources	3,771,085	3,991,646	4,094,529	4,120,761	3.2%



PARKS AND RECREATION ADMINISTRATION

This program provides leadership to the Department. The primary areas of responsibility include ensuring a values-driven department (Excellence Through People), visioning and strategic planning, implementation of the operating budget, and administration of the Capital Improvements Plan (CIP). This program also provides administration support to the Parks and Recreation Commission.

Service Objectives:

- ✓ Develop and lead department to ensure all full-time and approximately 400 temporary staff members are values-driven
- ✓ Provide departmental budget fiscal responsibility
- ✓ Complete 100% of authorized CIP projects within designated fiscal year
- ✓ Pursue partnerships with other governmental and private sector entities to ensure best and most economical delivery of recreational services to residents
- ✓ Offer scholarships to enable most youth an opportunity to participate in recreation programs
- ✓ Ensure program surveys are completed and multiple focus groups (park system, facilities, recreational/wellness programs) are held to gain resident and participant insight/desires on current and future services
- ✓ Maintain a tax subsidy of less than 60% for the Department
- ✓ Increase number of online registrations to greater than 40%
- ✓ Maintain 97% or greater of “very good” and “good” regarding the overall appearance of the parks

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	154,694	178,007	179,253	185,161	4.0%
Contractual	117,039	125,667	108,844	121,894	-3.0%
Commodities	4,456	4,125	3,275	3,175	-23.0%
Capital	6,675	-	-	-	
Other	-	-	-	-	
Total Expenditures	282,864	307,799	291,372	310,230	0.8%
Funding Sources:					
Program Fees	-	-	-	-	
Miscellaneous	4,135	5,000	5,000	5,000	0.0%
Total Program Revenues	4,135	5,000	5,000	5,000	0.0%
General Fund Support	278,729	302,799	286,372	305,230	0.8%
Total Funding Sources	282,864	307,799	291,372	310,230	0.8%
Personnel - Authorized FTE	1.45	1.45	1.45	1.45	

PARKS AND RECREATION ADMINISTRATION

Highlights:

There were many staff changes in 2014. Due to new hires, replacement staff members now fill the Aquatics Coordinator, Parks & Facilities Supervisor, and Turf Maintenance Coordinator positions.

Staff has been challenged with reviewing current program offerings and developing new programs to meet community needs. To aid in this challenge, staff will be surveying the community in FY 2014/15 for what programs and activities should be offered through Parks and Recreation. This input will be reviewed to determine what the City offers, what is offered through other organizations, and what partnership opportunities exist.

Scholarships are currently offered to residents who meet requirements set by Mid Iowa Community Action (MICA). Individuals meeting MICA's criteria get a 50% discount on selected classes or pool passes. The Friends of Ames Swimming reimburse the City for the pool pass scholarships, and the other scholarships are absorbed into the budget. During the next year, a partnership with an ISU Sorority is being developed to conduct a fundraiser to offset the scholarship expense.

Branding of parks, facilities, and programs is a priority. Standardizing amenities (benches, drinking fountains, shelters, etc.), program expectations, and facility safety and appearance will give users confidence they will be receiving high quality service.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Maintain a tax subsidy level of <60%	55%	56%	58%	58%
# of scholarship (low-income) participants	14	33	35	40
Scholarship funding provided	\$549	\$1,129	\$1,200	\$1,200
# of recreation programs	147	166	172	178
# of individual class registrations	11,572	11,647	12,000	12,000
% of online individual class registrations	37.12%	38.49%	40%	40%
Efficiency and Effectiveness:				
Maintain 97%+ user satisfaction with:				
Overall appearance of parks	98%	98%	98%	98%

INSTRUCTIONAL PROGRAMS

The purpose of this program is to provide residents of Ames with high quality instruction in various leisure time experiences. This includes sports and athletics, arts and crafts, and nature appreciation, all for the purpose of being better physically, socially, and emotionally fit individuals.

Service Objectives:

- ✓ Secure qualified staff and volunteers and provide appropriate training for staff and volunteers
- ✓ Provide a safe environment for staff and participants
- ✓ 100% of programs adhere to established instructor-to-participant ratios
- ✓ Evaluate all programs at the end of each season and implement improvement recommendations
- ✓ Seek youth sport team sponsors to keep participant costs reasonable
- ✓ Maintain a tax subsidy of <35%
- ✓ >95% of classes receive an average rating of 4 or higher out of a scale of 5

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	139,479	159,927	150,823	154,068	-3.7%
Contractual	32,779	26,526	36,092	40,946	54.4%
Commodities	12,877	13,152	19,875	14,882	13.2%
Capital	-	-	-	-	
Total Expenditures	185,135	199,605	206,790	209,896	5.2%
Funding Sources:					
Program Fees	152,093	158,900	164,230	171,880	8.2%
Miscellaneous	900	-	-	-	
Total Program Revenues	152,993	158,900	164,230	171,880	8.2%
General Fund Support	32,142	40,705	42,560	38,016	-6.6%
Total Funding Sources	185,135	199,605	206,790	209,896	5.2%
Personnel - Authorized FTE	1.20	1.20	1.10	1.10	

INSTRUCTIONAL PROGRAMS

Highlights:

In 2015, for the ninth consecutive year, the Parks and Recreation Department will continue to partner with Ames Racquet and Fitness Club (ARFC) to provide Parks and Recreation tennis lessons. For this first time, indoor lessons will be offered in the winter and spring. This partnership has increased the program quality and participants are pleased with the increased service level.

Improvements were made to the Youth Soccer Program, which generated positive feedback and increased the number of participants. Changes included the hiring of a seasonal staff person to train, supervise, and work with coaches and officials; adding a skills assessment to divide teams equally; and offering spring and fall preseason clinics. Teams in the 3rd – 6th grade levels played games against Ames Soccer Club, Colo, Ogden, and Urbandale.

In the spring of 2014, a partnership with the Iowa State University Women’s Volleyball team was formed to help strengthen the Youth Volleyball Program. Volleyball numbers spiked due to the team’s involvement and additional marketing. Parks and Recreation looks to continue and expand this partnership in 2015.

A focus for the past and upcoming year is adding new programs and events. Flashlight Egg Hunt, Fun ‘N Fit Frenzy, and Golf Clinics are a few of the successful new programs offered. In 2014/15, Introductory Lacrosse Camps, Learn to Kayak, and Parent/Child Golf Lessons will be added.

In FY 2015/16, Contractual increases \$14,420. When the Recreation Administration account was eliminated, \$9,112 of the data services was allocated to Instructional. Training and conferences (\$3,050) for a Recreation Coordinator has been added to this account as well.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of programs	60	62	65	67
# of registrations	2,610	2,722	3,013	3,190
# of youth sport sponsors	17	24	20	30
# of youth sport teams sponsored	34	49	42	60
Youth sport sponsor revenue	\$4,300	\$6,300	\$3,000	\$6,000
% of programs instructor/participant ratios adhered to	100%	100%	100%	100%
Classes rated 4 or higher	96%	95%	97%	97%
Efficiency and Effectiveness:				
Instructional operational subsidy	10%	17%	21%	19%
Total cost per registration	\$63.73	\$68.01	\$68.63	\$65.80
Subsidy per registration	\$6.59	\$11.81	\$14.13	\$11.92

ATHLETIC PROGRAMS

This program is designed to offer adults the opportunity to participate in team and/or individual competitive sport activities so individuals benefit physically, emotionally, and socially. Examples include softball, basketball, volleyball, and soccer.

Service Objectives:

- ✓ Operate adult athletic programs so revenue exceeds expenses by >20%
- ✓ Continue to implement all safety standards as recommended by the sport governing body
- ✓ Secure qualified staff for programs and provide appropriate training
- ✓ Provide high quality and safe facilities for games and activities
- ✓ Maintain a per participant tax subsidy of < \$8.00

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	112,672	129,362	104,650	110,188	-14.8%
Contractual	16,195	14,550	11,693	11,693	-19.6%
Commodities	17,409	17,550	19,438	18,753	6.9%
Capital	-	-	-	-	
Other	-	-	-	-	
Total Expenditures	146,276	161,462	135,781	140,634	-12.9%
Funding Sources:					
Program Fees	107,465	123,000	121,980	124,970	1.6%
Concessions	10,145	11,000	10,145	11,000	0.0%
Total Program Revenues	117,610	134,000	132,125	135,970	1.5%
General Fund Support	28,666	27,462	3,656	4,664	-83.0%
Total Funding Sources	146,276	161,462	135,781	140,634	-12.9%
Personnel - Authorized FTE	0.60	0.60	0.50	0.50	

ATHLETIC PROGRAMS

Highlights:

In 2014, the number of softball teams increased due to the reinstatement of a Fall Men's League after no league was offered in 2013. The construction of new fencing and lighting at South River Valley were the reason for the cancellation of men's league in 2013. The lights at South River Valley are now programmable from staff's computer or smart phone, which is an upgrade from the previous system. New scoreboards were installed at all fields at North and South River Valley.

The continued increase in interest in sand volleyball has created the need for additional courts. Four lighted sand volleyball courts will be constructed at Inis Grove Park in 2015. The additional courts will accommodate both current demand and future expansion of leagues along with new programming opportunities.

In response to participant feedback, an Adult Ultimate Frisbee league was created in 2014. A total of 56 players on four teams participated on Monday evenings from May through August.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of programs	13	13	14	15
# of teams	342	331	347	356
# of participants	3,896	3,732	4,011	4,025
Efficiency and Effectiveness:				
Athletic program subsidy	17%	20%	3%	3%
% of direct costs covered	100%	100%	100%	100%
Total cost per participant	\$38.60	\$39.20	\$33.89	\$34.98
Subsidy per participant	\$6.41	\$7.68	\$0.91	\$1.16

AQUATICS

This program is responsible for maintaining a safe, sanitary, and fun environment for swimming activities. Public swimming, instructional, and special events are offered through this activity. Activities are offered year-round at the Municipal Pool, in cooperation with the Ames School District, while warm weather swimming is available at the Donald and Ruth Furman Aquatic Center and the Brookside Wading Pool.

Service Objectives:

- ✓ Provide safe and sanitary facilities for all users
- ✓ Provide training for staff, focusing on user safety and being customer driven
- ✓ Offer programs for all ages based on community needs
- ✓ Adhere to established instructor and lifeguard/participant ratios
- ✓ Maintain a per participant tax subsidy of <\$0.50 per visit at Furman Aquatic Center
- ✓ >95% of swim lesson classes receive an average rating of 4 or higher out of a scale of 5

	2013/14	2014/15	2014/15	2015/16	From
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	414,857	434,123	441,599	452,544	4.2%
Contractual	220,828	211,008	212,451	210,636	-0.2%
Commodities	76,661	74,475	79,773	70,175	-5.8%
Capital	-	-	6,000	-	
Total Expenditures	712,346	719,606	739,823	733,355	1.9%
Funding Sources:					
Municipal Pool	34,617	35,700	35,200	36,500	2.2%
Lesson Program	102,177	96,000	102,000	104,000	8.3%
Brookside Wading Pool	1,947	2,300	1,700	2,395	4.1%
Furman Aquatic Center	472,800	496,000	464,060	507,408	2.3%
Total Program Revenues	611,541	630,000	602,960	650,303	3.2%
General Fund Support	100,805	89,606	136,863	83,052	-7.3%
Total Funding Sources	712,346	719,606	739,823	733,355	1.9%
Personnel - Authorized FTE	1.10	1.10	1.30	1.30	

AQUATICS

Highlights:

Traditionally, end of season aquatics staffing has been difficult once students return to school. During the 2014 summer season, Furman Aquatic Center was able to retain adequate staff to keep all basins and features open through the end of season.

Water Polo was a successful new program with fourteen participants playing weekly scrimmages at Furman Aquatic Center. There was a strong interest in continuing and growing the program at the Furman Aquatic Center, as well as expanding the program to Municipal Pool during the winter months.

The swim lesson program participated in setting a world record with the World's Largest Swim Lesson. This annual event will be used as a tool to grow new involvement in swim lessons and bring water safety awareness to the community.

Building off of the successful partnership with Green Hills Retirement Community for providing wellness activities, swim lessons are now being offered at the Green Hills facility. These lessons have been positively received within the community.

The National Junior Disability Championships hosted their long course swimming championships at Furman Aquatic Center's 50-Meter Pool. Participants, coaches, and parents loved the facility and many returned to the aquatic center for open swim during the remainder of their stay in Ames.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of visits to Municipal Pool	47,528	43,471	45,000	45,000
# of visits to the Brookside Wading Pool	1,627	1,823	1,900	2,000
# of visits to the Furman Aquatic Center	95,317	96,960	100,000	100,000
Total aquatic user visits	144,472	142,254	146,900	147,000
Swim lesson registrations	1,785	1,659	1,800	1,900
Private swim lessons	337	487	500	500
Efficiency and Effectiveness:				
Subsidy per visit for Municipal Pool	\$1.37	\$1.66	\$1.88	\$1.86
Subsidy per visit for Brookside Wading Pool	\$1.34	\$1.24	\$2.77	\$2.29
Subsidy per visit for Furman Aquatic Center	\$0	\$0.36	\$0.50	\$0
# of focus groups held each season	2	2	2	2
Percent of tax support	7%	15%	18.5%	11.4%

COMMUNITY CENTER, AUDITORIUM, AND BANDSHELL

This program is comprised of events and activities that utilize a full-sized gymnasium, locker rooms, cardio-room, weight room, gymnastic/multipurpose area, auditorium, and office space. Instructional, wellness, and athletic activity programs utilize these facilities.

The City Auditorium and Bandshell are utilized for community arts performances, civic meetings, touring troupes, etc.

Service Objectives:

Community Center

- ✓ Provide a safe and clean facility
- ✓ Maintain a per participant tax subsidy of <\$1.40 per visit
- ✓ Provide activities to maximize 100% of the usable space

Auditorium/Bandshell

- ✓ >95% of facility survey responses of good or excellent
- ✓ >98% of staff customer service survey responses of good or excellent
- ✓ Maintain tax subsidy of <\$30,000 in the Auditorium

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	186,428	201,705	200,036	204,303	1.3%
Contractual	86,150	90,052	93,012	90,114	0.1%
Commodities	8,597	12,090	17,651	11,932	-1.3%
Capital	5,910	-	-	-	
Total Expenditures	287,085	303,847	310,699	306,349	0.8%
Funding Sources:					
Open Gym	17,716	19,000	19,000	20,000	5.3%
Gym Rental	11,414	8,500	13,000	13,000	52.9%
Auditorium Rental	56,798	46,890	54,950	54,210	15.6%
Ticket Sales	1,921	1,406	1,406	1,920	36.6%
Soda Machines	2,227	3,200	750	750	-76.6%
Local Option/Municipal Band	26,773	29,441	27,536	30,185	2.5%
Total Program Revenues	116,849	108,437	116,642	120,065	10.7%
General Fund Support	170,236	195,410	194,057	186,284	-4.7%
Total Funding Sources	287,085	303,847	310,699	306,349	0.8%
Personnel - Authorized FTE	1.40	1.40	1.40	1.40	

COMMUNITY CENTER, AUDITORIUM, AND BANDSHELL

Highlights:

Community Center

Demand for adult open basketball, evening badminton, and weekend programming is increasing. Currently, Adult Volleyball leagues utilize the gymnasium Monday through Friday evenings and all day Sunday from September to April. In FY 2015/16, the City is seeking an arrangement, giving us the ability to move some of these leagues to School District facilities, allowing us to provide more opportunities at the Community Center.

Auditorium

The projected three highest revenue streams for the Auditorium in FY 2014/15 are Story Theater, Central Iowa Symphony, and ISU Hip Hop Club.

Bandshell

The Ames Jaycees successfully hosted “Ames on the Half Shell” on eight Friday evenings during the summer of 2014 and plan to continue the event in 2015. This event is attended by all ages and includes families.

Municipal Band concerts continue to be a popular community event. They average over 1,100 people each Thursday evening in June and July, including over 5,000 attending the July 3 concert at Reiman Gardens to kick off the Ames 150 Sesquicentennial Anniversary celebration. This program is financed with Local Option Sales Tax funding.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Drop-in visits (gym, weight room)	29,814	29,224	30,000	30,000
Total user visits (programs included)	116,107	104,183	116,500	116,500
# of Auditorium events	55	67	59	59
# of Auditorium hours used	932	887	900	900
# of days Auditorium used	225	234	229	229
# of Auditorium visits	28,011	30,858	29,000	29,000
Efficiency and Effectiveness:				
Subsidy per user visit – Community Center	\$1.29	\$1.44	\$1.34	\$1.34
<i>Tax subsidy – Community Center:</i>				
Dollar amount	\$149,433	\$149,945	\$155,909	\$156,549
Percent	83%	83%	83%	82%
Subsidy per user visit – Auditorium	\$1.06	\$0.73	\$1.26	\$0.97
<i>Tax subsidy – Auditorium:</i>				
Dollar amount	\$29,616	\$22,672	\$36,477	\$28,004
Percent	40%	29%	39%	33%
Auditorium facility rated good/excellent	96%	100%	96%	96%

WELLNESS PROGRAM

This program provides a full range of services in the area of wellness. This includes fitness classes, social/educational workshops, management of the weight room, and related training/programs for the residents of Ames.

Service Objectives:

- ✓ Stay with industry trends by creating or revising three programs or activities annually
- ✓ Follow a replacement schedule for cardio room equipment that meets or exceeds customer expectations
- ✓ Expand youth wellness programming
- ✓ Offer >60 wellness classes weekly
- ✓ Maintain a tax subsidy of <\$0.00

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	207,842	211,326	213,571	217,164	2.8%
Contractual	40,469	42,732	41,759	42,169	-1.3%
Commodities	7,368	8,961	6,571	6,676	-25.5%
Capital	15,839	17,087	15,117	19,000	11.2%
Total Expenditures	271,518	280,106	277,018	285,009	1.8%
Funding Sources:					
Fitness Classes	198,515	209,339	207,860	207,360	-1.0%
Personal Training	32,040	34,000	32,000	32,000	-5.9%
Weight Room	32,695	34,500	31,700	31,700	-8.1%
Merchandise Sales	2,130	2,300	1,500	1,500	-34.8%
Total Program Revenues	265,380	280,139	273,060	272,560	-2.7%
Support from (contribution to) General Fund	6,138	(33)	3,958	12,449	
Total Funding Sources	271,518	280,106	277,018	285,009	1.8%

WELLNESS PROGRAM

Highlights:

The weight room/cardio room at the Community Center continues to be popular, averaging 15,430 visits for 2013/14. This is an increase in visits from 2012/13.

A public/private partnership between Parks and Recreation and the Green Hills Retirement Community continues to be very successful. Parks and Recreation continues to offer aqua classes to the public and six free chair-based classes to the residents of Green Hills. Parks and Recreation pays Green Hills \$3.00/participant for each participant registered in the aqua classes, and at the end of the year there is a 75/25 revenue split with Green Hills. After the second year of aqua classes offered to the public, there has been a steady increase in participation for the aqua program at Green Hills.

The Wellness Program developed new partnerships with various organizations in Ames including ChildServe, ISU Women's Golf Team, Iowa Games, and Special Olympics.

To stay current and on top of fitness industry trends, new fitness classes were offered including Insanity and Tabata Bootcamp.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
% of ISU Forker Aqua Program revenues exceeding direct expenses	35%	69%	69%	69%
Total # of wellness classes offered weekly	61	61	61	61
Total # of wellness program registrations	7,332	7,497	7,506	7,506
Total # of annual weight room visits	14,734	15,429	15,500	15,500
Total # of new programs created	2	3	3	3
Efficiency and Effectiveness:				
Total cost per registration	\$12.32	\$12.21	\$12.04	\$12.39
Subsidy per registration	\$1.63	\$0.27	\$0.17	\$0.54

HOMEWOOD GOLF COURSE

Homewood Golf Course provides outdoor recreational enjoyment for all ages. This 9-hole course includes a clubhouse/concession facility.

Service Objectives:

- ✓ User generated revenue (excluding cell tower funding) exceeds expenses
- ✓ Maintain a 95% or greater course survey response of good or excellent
- ✓ Maintain an operational fund balance of 25% of expenses
- ✓ Maintain a 95% or greater satisfaction of facility staff customer service response of good or excellent
- ✓ Maintain a minimum of 19,000 rounds of golf annually
- ✓ Encourage residents of all ages and skill levels to participate in the sport of golf

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	109,151	129,419	142,974	146,290	13.0%
Contractual	61,759	72,013	71,473	87,937	22.1%
Commodities	30,771	37,460	33,845	34,500	-7.9%
Capital	6,100	-	-	-	
Total Expenditures	207,781	238,892	248,292	268,727	12.5%
Funding Sources:					
Fees/Season Passes	156,430	167,500	153,700	161,040	-3.9%
Equipment Rental	40,118	40,000	42,000	44,000	10.0%
Merchandise Sales	2,665	2,500	2,400	2,650	6.0%
Concessions	27,447	26,500	26,650	28,500	7.6%
Western Wireless Lease	29,012	29,012	29,012	29,012	0.0%
Interest	1,545	700	1,000	1,000	42.9%
Miscellaneous	550	-	1,000	4,500	
Total Program Revenues	257,767	266,212	255,762	270,702	1.7%
Support from (contribution to) Homewood Fund balance	(49,986)	(27,320)	(7,470)	(1,975)	-92.8%
Total Funding Sources	207,781	238,892	248,292	268,727	12.5%

HOMEWOOD GOLF COURSE

Highlights:

The two financial goals for this operation are to: 1) offset operational expenses with user-generated revenues; and 2) maintain a fund balance of 25% of operational expenses.

The Cell Tower Lease Agreement will total \$29,012 in FY 2014/15. This agreement has been in place since 1996 and continues to generate funds to offset user fees. Without this funding, Homewood would operate at a net loss of approximately \$28,000 in FY 2015/16.

The rental of motorized carts continues to be successful. The 2014 season generated net revenue of \$26,701.

The 2015/16 budget reflects an increase in Personal Services by 13%. This increase is due to the hiring of the Turf Maintenance Coordinator position. Sixty percent of the salary and benefits will be charged to Homewood Golf Course and forty percent to Parks Maintenance.

This budget includes an approximately 3% increase for season passes and weekend greens fees for FY 2015/16.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
# of rounds	16,544	18,874	18,500	19,000
# of days affected by weather	59	67	56	55
# of leagues	5	5	5	5
 Efficiency and Effectiveness:				
% of respondents rating course conditions "very good" or "good"	93%	94%	95%	95%
% of respondents rating courtesy of clubhouse staff "very good" or "good"	96%	95%	95%	95%
User focus groups held	6	5	6	6

AMES/ISU ICE ARENA

The Ames/ISU Ice Arena provides ice activities for the community. The major ice activity comes from user groups through hourly ice rentals – Iowa State University Hockey clubs and intramurals, Ames Minor Hockey, Adult Hockey, and the Ames Figure Skating Club.

Service Objectives:

- ✓ Provide a safe and clean facility and a high quality ice surface
- ✓ Maintain an operational fund balance of 15% of expenses
- ✓ User-generated revenues exceeds expenses
- ✓ Maximize revenues by renting 80% of available 'prime-time' ice during the school year and 60% of ice time in the summer

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	227,088	237,568	240,846	247,917	4.4%
Contractual	220,870	205,769	214,213	203,459	-1.1%
Commodities	63,819	50,620	64,150	62,750	24.0%
Capital	-	-	-	-	
Total Expenditures	511,777	493,957	519,209	514,126	4.1%
Funding Sources:					
Admissions	54,557	53,721	56,590	59,632	11.0%
Equipment Rental/Services	29,152	29,500	29,980	32,898	11.5%
Facility Rentals	358,662	342,269	356,657	371,175	8.5%
Merchandise Sales	2,986	3,000	3,000	3,000	0.0%
Concessions	50,800	46,600	52,120	52,120	11.9%
Dasher Board Advertising	10,429	8,963	9,168	10,200	13.8%
Interest	5,217	3,200	3,500	3,500	9.4%
Miscellaneous	620	450	700	700	55.6%
Total Program Revenues	512,423	487,703	511,715	533,225	9.3%
Support from (contribution to)					
Ice Arena Fund balance	(646)	6,254	7,494	(19,099)	-405.4%
Total Funding Sources	511,777	493,957	519,209	514,126	4.1%

AMES/ISU ICE ARENA

Highlights:

The two financial goals for this facility are to: 1) offset operational expenses with user-generated revenues; and 2) maintain an operational fund balance of approximately 15% of operational expenses. To assist in meeting these goals, each year the interest earned from the Capital Reserve Fund is transferred to the Operational Fund (approximately \$5,000 annually).

In the 2015/16 Capital Improvements Plan (CIP), the Capital Reserve balance will fund the replacement of the rubber flooring in the hallway and locker rooms (\$175,000), the replacement of lighting above the ice and throughout the building (\$20,000), and installation of surge protection (\$25,000).

The Ice Arena continues to host both the State High School Varsity and Jr. Varsity Hockey Tournaments. Each tournament generates \$5,000 in rental revenue.

The Ice Arena had an increase in ice rental hours in summer 2014 due to the temporary closure of all ice facilities in Des Moines.

This budget includes a 4% fee increase for FY 2015/16.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
User visits: winter public skate sessions	11,265	10,859	11,100	11,100
User visits: summer public skate sessions	2,057	1,691	1,800	1,800
Rented prime-time ice hours – in-season	1,139	1,166	1,170	1,170
Used prime-time ice hours – in-season (public sessions)	207	231	235	235
Percent of utilized prime-time ice in-season	68%	70%	70%	70%
Rented non-prime-time ice hrs in-season	254	259	260	260
Rented ice hours – summer	291	423	350	350
Percent of utilized hrs/summer (12 hrs/day)	51%	62%	56%	56%
Efficiency and Effectiveness:				
User groups held	3	2	2	2
Public skate hours available: October – March	11.5/wk	11.5/wk	11.5/wk	11.5/wk

PARKS MAINTENANCE

The City of Ames maintains 37 parks and woodland/open spaces. These areas cover 1,224 acres of land and include facilities and areas where residents may participate in a variety of active and passive pursuits in a safe, clean environment. These include using playground equipment, picnicking, bicycling, walking, fishing, wildlife viewing, sports activities, and a variety of other leisure time activities.

Service Objectives:

- ✓ Team with all City departments to ensure that the goals of the City Council and organization are achieved
- ✓ Clean shelters, park grounds and seasonal restrooms in accordance with an established time schedule
- ✓ Conduct snow removal on all street and recreational shared use paths per policy
- ✓ Prepare and maintain athletic fields and facilities in a safe and professional manner to prevent injury and for the enjoyment of participants
- ✓ Complete a health and safety assessment of all Park trees in maintained areas every five years and complete required tree maintenance practices.
- ✓ Mow all manicured parkland so grass is at a minimum 3.5" and maximum 4.5" height. Athletic fields will be mowed in accordance with the individual sport standards
- ✓ Conduct safety inspections on all park play equipment two times per year
- ✓ Conduct safety inspections on the Skate Park daily
- ✓ Secure and supervise volunteers and/or service groups to perform maintenance and/or construction activities within the park system
- ✓ Dog Park revenues should equal or exceed expenditures
- ✓ By 2025 eliminate all hand trimming of turf around fountains, trees, benches, etc.
- ✓ Maintain a rating of 3.0 or higher on a 4.0 scale for seasonal restrooms as determined yearly by the Residential Satisfaction Survey
- ✓ Offer a diversified complement of amenities within the park system

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	712,886	819,025	790,170	813,691	-0.7%
Contractual	367,600	372,347	450,934	441,494	18.6%
Commodities	85,817	78,000	77,441	86,250	10.6%
Capital	-	17,000	47,000	11,000	-35.3%
Total Expenditures	1,166,303	1,286,372	1,365,545	1,352,435	5.1%
Funding Sources:					
Shelter Reservations	36,400	36,000	37,850	39,000	8.3%
Bandshell Reservations	4,206	5,000	5,000	5,000	0.0%
Athletic Rentals	2,637	4,500	3,000	4,000	-11.1%
Dog Park Fees	19,676	20,400	21,000	21,000	2.9%
Concessions	3,399	5,000	2,500	2,500	-50.0%
Donations	2,896	2,000	3,000	3,500	75.0%
Miscellaneous	3,564	1,500	1,500	1,000	-33.3%
Total Program Revenues	72,778	74,400	73,850	76,000	2.2%
General Fund Support	1,093,525	1,211,972	1,291,695	1,276,435	5.3%
Total Funding Sources	1,166,303	1,286,372	1,365,545	1,352,435	5.1%
Personnel - Authorized FTE	9.35	9.35	9.05	9.05	

PARKS MAINTENANCE

Highlights:

Parks and Recreation staff has started to implement recommendations from the Friends of Ada Hayden group. The maintenance plan identifies 24 sections in the park and prescribed short- and long-term maintenance objectives. Maintenance staff along with staff from Public Works will continue implementing the Emerald Ash Borer Response and Reforestation Plan for public trees in Right of Way and Parks.

Over the next ten years, Parks Maintenance staff will be implementing and installing infrastructure with a goal of eliminating all hand trimming around structures in the Parks. This is lofty, but reasonable in understanding the amount of attention given to having staff attend to the trimming in the parks. Eliminating hand trimming will enable staff to attend to higher priority maintenance items.

This past fall, broadleaf spraying was completed by Maintenance staff in all 37 parks. In recent years, broadleaf spraying was completed by a local contractor at a per acre cost of \$100. Maintenance staff sprayed approximately 130 acres of turf at a cost of around \$34 per acre. Continuing in 2015/16, all turf pesticide applications will be completed by Maintenance staff.

The requested 2015/16 budget reflects an increase in Contractual Services by 18.6%. Commodities will increase by 11%. The increase in Contractual Services is due in part to a new mower lease and implementation of the Emerald Ash Borer and identified large hazard trees to be removed by a contractor in the parks. The increase in Commodities is based on an increase in structural materials for installing concrete around benches, grills and portable toilets to eliminate the need for trimming over the next 10 years and an increased cost in materials for athletic field turf maintenance.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
# of parks	37	37	37	37
# of park acres	1,220	1,224	1,224	1,224
Acres developed	280	281	285	285
Acres undeveloped	940	943	939	939
Park acres per 1000/population	20.3	20.1	20.1	20.1
Seasonal restroom rating 3.0 or better	n/a	2.9	2.9	3.0
Cost per acre to maintain	\$960	\$952	\$1,114	\$1,105
Estimated number of shelter patrons	42,451	43,745	45,420	46,800
# hours shelters rented	2,652	3,361	3,500	3,700
Total paid rentals	\$32,821	\$36,400	\$37,850	\$39,000
Dog Park revenues exceed expenditures	\$141	\$(-269)	\$4,334	\$4,694
Efficiency and Effectiveness:				
% of residents giving "very good" or "good" ratings in park appearance	92%	98%	98%	98%

LIBRARY SERVICES

Activity Description:

The Ames Public Library’s mission statement is: We connect you to the world of ideas. The Library strives to provide facilities, collections, and programs to meet the educational and recreational needs of all people of our community.

The seven primary goals are as follows:

- ✓ Library customers will have age-appropriate advisory services, resources, and programming to direct them to leisure materials in various formats
- ✓ Library customers will find materials to stimulate their imagination and enhance their leisure time
- ✓ Library customers will have the collections, services, and programs they need to satisfy their curiosity and continue to learn throughout their lives
- ✓ Library customers will have safe, comfortable, and welcoming physical spaces in which to enjoy individual pursuits, express themselves, and meet and interact with others
- ✓ Library customers will have inviting and user-friendly virtual spaces in order to enjoy individual pursuits, express themselves, and interact with others
- ✓ Children through age six and their caregivers will have collections, programs, services, and spaces designed to ensure that children will enter school ready to learn to read, write, and listen
- ✓ School-age children, teens and their caregivers will have collections, programs, services, and spaces designed to encourage reading, library use, and creativity. The library will help them acquire skills in finding and using information; nurture a lifelong love of learning; and aid the transition from child to adult

	2013/14	2014/15	2014/15	2015/16	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Administration	937,040	1,233,744	1,075,802	1,127,931	-8.6%
Operations Services	309,132	309,747	248,093	256,612	-17.2%
Resource Services	728,511	769,038	861,593	832,641	8.3%
Youth Services	404,799	418,602	527,511	569,910	36.2%
Adult Services	541,550	550,576	539,457	594,683	8.0%
Circulation	477,987	519,365	545,382	573,946	10.5%
Library Donations/Grants	94,687	90,392	154,783	83,468	-7.7%
Library Operations	3,493,706	3,891,464	3,952,621	4,039,191	3.8%
Personnel - Authorized FTE	31.50	31.50	35.25	35.25	

LIBRARY SERVICES

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	2,614,467	2,813,097	2,806,539	2,945,790	4.7%
Contractual	442,645	620,962	569,727	632,079	1.8%
Commodities	97,146	96,666	97,386	87,803	-9.2%
Capital	338,842	359,989	478,219	372,819	3.6%
Other	606	750	750	700	-6.7%
Total Expenditures	3,493,706	3,891,464	3,952,621	4,039,191	3.8%
Funding Sources:					
Library State Aid	56,051	50,000	56,000	56,000	12.0%
Story County	118,916	119,000	128,530	118,000	-0.8%
Desk Receipts	84,630	85,000	85,000	85,000	0.0%
Printing/Copying Charges	6,146	6,000	5,000	5,000	-16.7%
Miscellaneous	500	500	500	500	0.0%
Library Bequests	-	367	423	-	-100.0%
Library Friends Foundation	16,273	14,300	83,392	15,500	8.4%
Library Donations/Grants	78,414	75,725	70,968	67,968	-10.2%
Total Program Revenues	360,930	350,892	429,813	347,968	-0.8%
General Fund Support	3,132,776	3,540,572	3,522,808	3,691,223	4.3%
Total Funding Sources	3,493,706	3,891,464	3,952,621	4,039,191	3.8%

LIBRARY ADMINISTRATION

The role of Administration is planning and supervising all library functions, including managing finances, physical plant, community relations, meeting rooms, personnel, volunteers, computer operations, all automated functions of library services, as well as the data lines required for network access. Administration carries out the policies and directives of the Ames Public Library Board of Trustees and serves as liaison to the Library's auxiliary organization, Ames Public Library Friends Foundation.

Service Objectives:

- ✓ Complete the Library Renewal Project
- ✓ Adopt new models of service based on changing technologies
- ✓ Maintain user satisfaction level at 96%
- ✓ Develop long-term strategic plan
- ✓ Increase fundraising capacity through the Ames Public Library Friends Foundation
- ✓ Foster volunteer opportunities to fulfill mission
- ✓ Replace computer equipment per replacement schedule
- ✓ Study and implement new automation solutions for efficiency and economy
- ✓ Update automation systems as new upgrades become available

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	624,790	787,183	639,605	643,215	-18.3%
Contractual	259,209	408,575	397,484	447,781	9.6%
Commodities	47,763	37,986	38,713	36,935	-2.8%
Capital	5,278	-	-	-	
Total Expenditures	937,040	1,233,744	1,075,802	1,127,931	-8.6%
Funding Sources:					
General Fund	937,040	1,233,744	1,075,802	1,127,931	-8.6%
Total Funding Sources	937,040	1,233,744	1,075,802	1,127,931	-8.6%
 Personnel - Authorized FTE	 7.50	 7.50	 6.50	 6.50	

LIBRARY – ADMINISTRATION

Highlights:

- The Library moved back to Douglas Avenue at the end of the summer. After a four-week closure, the Grand Reopening was held on September 14, 2014. For part of FY 2014/15, the permanent facility and some of the temporary facilities were in use. Expenses include an overlap of payments for services such as utilities and telephones. Much of the equipment and software has a one-year warranty, so maintenance agreements will begin at various times. To the extent possible, annual maintenance agreements have been set up to align with the City's fiscal calendar.
- Departmental structure was reorganized to meet the service and operational needs of the new facility. Creation of new permanent positions resulted in an increase in FTEs without affecting the Library's overall budget for personal services. The Library eliminated its Assistant Director position and used the salary savings, along with reducing its temporary salary budget, to create several part-time positions including a Client Support Technician (.75 FTE), Library Clerks (3.0 FTEs), and Library Assistants (1.0 FTE). This restructuring created a net increase of 3.75 FTEs.
- The Library reorganization resulted in the incorporation of the former Network Services division into Administration.
- Library-wide initiatives related to the Library Renewal Project included:
 - Monitoring of the construction phase and refinement of interior spaces;
 - Solicitation and receipt of bids for furniture, furnishings, and equipment;
 - Incorporation of 21st century technology;
 - Planning for provision of service in the permanent facility by 25 staff teams.
- Significant resources will be devoted to training on installation, configuration, and administration of Windows Server 2012, Windows 7, and new Library hardware in 2014/15 and 2015/16.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Total circulation (physical + downloadable items)	1,222,547	1,205,620	1,255,000	1,295,000
Total visits (Library + Bookmobile)	265,059	226,690	350,000	400,000
Total reference questions	39,694	38,322	39,500	40,600
Total program attendance	39,861	37,538	23,300	31,800
Total items available for check-out			267,000	272,000
Total volunteers	561	343	450	500
Total volunteer hours	12,561	11,110	12,000	13,000
Computer user sessions*	34,019	39,519	34,000	50,000
Meeting room uses**			1,200	2,200
People using meeting rooms			25,500	30,800
Efficiency and Effectiveness:				
Circulation per capita***	20.7	20.4	21.3	22.0
Visits (to both facilities) per capita	4.5	3.8	5.9	6.8
Cost per circulation	\$2.75	\$2.82	\$3.03	\$3.05
Volunteers as FTE	6.0	5.3	5.8	6.3

* FY13 and FY14 totals included Internet-capable computers only; FY15 and beyond will include all computers.

** There were no Library meeting rooms in FY14; starting in FY15, use of meeting rooms and study rooms will be shown.

*** Per capita is based on Ames' population of 58,965 (US Census: 2010).

LIBRARY – OPERATIONS SERVICES

The role of Operations Services is to oversee shelf maintenance, develop, coordinate and manage staff training, develop and coordinate core competencies for staff, and develop new processes for internal communications.

Service Objectives:

- ✓ Maintain all library shelves in a neat and orderly fashion
- ✓ Improve accuracy and turn-around time for shelving of returned materials
- ✓ Develop and implement a plan for staff training that will target skill and knowledge priorities
- ✓ Develop core competency lists for all staff and implement a method to track individual progress and success

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	270,281	260,667	240,094	248,526	-4.7%
Contractual	38,375	46,505	5,573	5,660	-87.8%
Commodities	476	2,575	2,426	2,426	-5.8%
Capital	-	-	-	-	
Total Expenditures	309,132	309,747	248,093	256,612	-17.2%
Funding Sources:					
General Fund	309,132	309,747	248,093	256,612	-17.2%
Total Funding Sources	309,132	309,747	248,093	256,612	-17.2%
Personnel - Authorized FTE	3.50	3.50	1.00	1.00	

LIBRARY – OPERATIONS SERVICES

Highlights:

- Library reorganization resulted in the creation of Operations Services. A new Library Aide position was created and all temporary, hourly, part-time members of staff were assigned to this classification. Outreach Services activities were reassigned to other divisions, based on the audiences being served.
- Improved basic processes to reduce the number of times Library staff touches a returned item before replacing it on the shelves. Improvements include: using smaller carts; shelving from carts that are only rough-sorted; and using the automated materials handling system (AMHS) to check in all items.
- Developed new processes for shelf-reading the collections and spot-checking work to reduce the rate of errors.
- The Operations Services manager:
 - Coordinated the release of old furniture, fixtures, and equipment by following the city’s process of offering items to other city departments first, then to Story County non-profit agencies, and lastly for public sale.
 - Developed and implemented the schedule for the REmove.
 - Coordinated two weeks of intensive staff training during the Library’s closure that included these components: Integrated Library System (ILS) training with the new Polaris software; police training on Active Shooter scenarios; First Aid, CPR and AED training; training on new technology hardware such as the self-checks, phones, security, Media Box and AMHS; building orientation; training on new technology software such as Evanced and PeopleWhere.
 - Developed monthly staff activity for the break room to encourage the heart, promote a teaming environment, and provide a welcoming and comfortable destination for staff breaks.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Total # items checked in and reshelved			815,400	886,000
Hours of in-house staff training sessions offered			200	100
Hours of external training attended by staff			800	600
 Efficiency and Effectiveness:				
% of returned items back on shelf within 24 hrs.			85%	90%
Physical items checked in per hour open			250	250

*FTE equivalent of temporary Library Aide hours = 7.0

LIBRARY – RESOURCE SERVICES

The role of Resource Services is to acquire, catalog, process, and manage all items, physical or virtual, in the library’s collection. This includes administration of the Integrated Library System (ILS). Other responsibilities include management of all electronic resources, online library presence, as well as coordinating internal signage, displays, and external communication and promotional items. Related functions include the repair or removal of outdated, damaged, or infrequently used materials, and managing the inventory of all material.

Service Objectives:

- ✓ Acquire library materials at best price
- ✓ Catalog all materials added to the collection within one week of receipt
- ✓ Process high-demand items within 24 hours of receipt
- ✓ Maintain materials acquisition budget to achieve at least “B” level status as specified by Iowa Library Commission standards
- ✓ Investigate potential efficiencies in acquisitions, cataloging, processing, and external communication methods, including outsourcing with vendors
- ✓ Provide customers with user-friendly, relevant material and communication in both physical and virtual formats

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	264,829	267,862	316,973	328,458	22.6%
Contractual	111,181	116,804	105,531	109,048	-6.6%
Commodities	25,173	27,000	31,925	27,116	0.4%
Capital	326,722	356,622	406,414	367,319	3.0%
Other	606	750	750	700	-6.7%
Total Expenditures	728,511	769,038	861,593	832,641	8.3%
Funding Sources:					
General Fund	728,511	769,038	861,593	832,641	8.3%
Total Funding Sources	728,511	769,038	861,593	832,641	8.3%
 Personnel - Authorized FTE	 4.00	 4.00	 5.00	 5.00	

LIBRARY – RESOURCE SERVICES

Highlights:

- This division was renamed during Library reorganization. Other changes resulted in:
 - A net FTE increase of 1.0;
 - The addition of responsibilities for external communications; and
 - The transfer of inter-library loan activities to other divisions.
- Selected and implemented new Integrated Library System (ILS), featuring a modern online catalog to provide customers with better tools for searching and discovering materials based on personal, customizable preferences.
- Incorporated purchase of new ILS into building project costs, freeing up CIP funds to be used on other City projects.
- Introduced video games as a circulating collection.
- Acquired a media dispenser to increase access to highly popular DVDs, video games, and music and assist in theft prevention.
- Continued updating spine labels on print and audiobook fiction collections and graphic novels to make them more customer-friendly and intuitive.
- The adjusted 2014/15 materials budget includes the carry-over of unspent funds from 2013/14 that were designated for opening day collections.
- The requested 2015/16 materials budget represents a three percent (3%) increase over the 2014/15 adopted amount.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Total physical items available at year end			237,000	239,000
Downloadable items available at year end	18,521	28,438	30,000	33,000
Online catalog searches*			361,000	370,000
Items repaired	6,576	7,576	5,800	7,600
 Efficiency and Effectiveness:				
% of items processed within 24 hours	37%	38%	37%	37%
% of items processed within one week	98%	98%	98%	98%
Items processed per FTE**	5,436	5,755	5,400	5,400

* Comparisons with prior years are not meaningful because the new ILS counts searches differently.

** FTE count changed to 5 in May 2014.

LIBRARY – YOUTH SERVICES

The role of Youth Services is to provide youth and their caregivers a library collection, programs, and a safe environment designed to ensure that children will enter school ready to read, write, and listen; to be encouraged to read for personal enrichment; and to develop a life-long habit of using the library for the pursuit of learning.

Service Objectives:

- ✓ Design unique and collaborative community programs for all ages of youth and their caregivers
- ✓ Partner with Ames Community Schools, Raising Readers, United Way of Story County, and other community organizations to reinforce Ames' Campaign for Grade Level Reading, which includes kindergarten readiness and prevention of summer slide
- ✓ Provide year-round reading programs for all ages of youth
- ✓ Provide print and non-print collections focusing on early literacy skills, learning and reading for enjoyment
- ✓ Continue evaluation of library spaces to enhance age-appropriate areas and safety for youth
- ✓ Develop programs and services for teen library users
- ✓ Offer web-based activities for all youth through educational databases and social media
- ✓ Serve as media mentors for youth and their caregivers in the use of new technology and apps
- ✓ Coordinate cost effective outreach to daycares through Project Smyles

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	387,791	397,398	505,596	545,641	37.3%
Contractual	10,145	15,574	18,011	19,449	24.9%
Commodities	6,863	5,630	3,904	4,820	-14.4%
Capital	-	-	-	-	
Total Expenditures	404,799	418,602	527,511	569,910	36.2%
Funding Sources:					
General Fund	404,799	418,602	527,511	569,910	36.2%
Total Funding Sources	404,799	418,602	527,511	569,910	36.2%
Personnel - Authorized FTE	5.50	5.50	7.50	7.50	

LIBRARY – YOUTH SERVICES

Highlights:

- Library reorganization resulted in:
 - Incorporation of Project Smyles outreach services into Youth Services;
 - Management of the borrowing of youth materials from other libraries.
 - A net increase of 2 FTEs.
- Increased Youth Services Desk staffing to meet increased customer needs and improve safety.
- Suspended programming during first few months in the renewed facility to concentrate on direct customer service. Programming resumed in January 2015.
- Implemented on-line program for tracking participation in reading incentive programs.
- Sponsored annual Battle of the Books for 5th- and 6th-grade students with area schools and Ames Middle School.
- Collaborated with Edwards and Fellows Elementary schools for summer reading sign-up.
- Offered specialized in-library programs to further Ames Community School District's English as a Second Language/English Language Learners (ESL-ELL) initiative.
- Co-sponsored summer program with Ames Fire Department.
- Partnered with Ames Community Schools, United Way of Story County, and Raising Readers for summer Fizz, Boom, Read! Program.
- Enlisting expert community volunteers to supplement programming.
- Strengthening community relations by participating in Summerfest in Campustown, Somerset Area Neighborhood, ISU collaborations, Reiman Gardens, and Story County Community Partnerships for Protecting Children.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Youth & family in-library programs offered	584	500	400	600
Youth & family in library program attendance	13,393	9,420	10,000	12,000
Youth & family outreach programs offered*			600	1,000
Youth & family outreach program attendance*			9,000	14,000
Teen in-library programs offered	57	49	50	50
Teen in-library program attendance	572	686	600	600
Teen outreach programs offered*			10	10
Teen outreach program attendance*			200	200
Summer reading program participation	2,997	2,375	3,000	3,000
Circulation of physical youth collection items	542,860	536,116	560,000	575,000
# of items borrowed from other libraries for youth			150	250
Youth reference questions	4,379	4,325	4,500	4,600
Efficiency and Effectiveness:				
Circulation per capita (youth population)**	68.7	67.9	70.9	72.8
Programs presented per FTE			141	221

* Outreach programs were formerly offered by a division that was eliminated during reorganization.

** Youth population based on US Census 2010: 7,900

LIBRARY – ADULT SERVICES

The role of Library Adult Services is to select and manage all print, media and electronic collections for adults. Adult Services staff provides reference and reader advisory services and coordinates, plans and implements library programs of interest to a general audience. The division coordinates outreach services for adults unable to visit the library and delivers collections to senior living and group residential centers.

Service Objectives:

- ✓ Develop proficiency in and promote use of all technologies within the Adult Services area: desktop computers, scanners, printers, iPads, laptops, e-readers and meeting room equipment
- ✓ Increase use of adult collections through marketing, social media, readers’ advisory and programs
- ✓ Increase public knowledge of integrated library system and library collection of online databases and educational software
- ✓ Evaluate scope of adult programs
- ✓ Collaborate with community partners to develop, plan and facilitate programs for adults
- ✓ Evaluate outreach services to adults
- ✓ Coordinate home delivery of library materials to individuals and senior residential centers
- ✓ Collaborate with Volunteer Coordinator to train and develop volunteers in outreach services and library programs for adults

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	533,070	539,340	529,503	578,744	7.3%
Contractual	7,768	10,036	8,716	14,401	43.5%
Commodities	712	1,200	1,238	1,538	28.2%
Capital	-	-	-	-	
Total Expenditures	541,550	550,576	539,457	594,683	8.0%
Funding Sources:					
General Fund	541,550	550,576	539,457	594,683	8.0%
Total Funding Sources	541,550	550,576	539,457	594,683	8.0%
Personnel - Authorized FTE	6.75	6.75	7.00	7.00	

LIBRARY – ADULT SERVICES

Highlights:

- Library reorganization resulted in:
 - Assumption of home delivery services;
 - Management of the borrowing of adult materials from other libraries.
 - A net increase of .25 FTE.
- Suspended adult programming to focus on providing additional public service to customers within our expanded facility. Programming, including partnerships with community groups, resumed in December 2014.
- Conducted comprehensive evaluation of all processes related to the delivery of materials to homebound Ames residents and seniors who are unable to visit the Library. Now provide delivery service to Ames residents and eight senior living communities (Bickford Cottage, Green Hills, Northcrest, Northcrest Heartwood House, The Rose, Waterford, Windsor Oaks, and Adult Day Care at Heartland Senior Services)
- Resumed delivery of materials to off-site locations such as fire stations and Youth and Shelter Services residential facilities in January 2015.
- Introduced new technology and provide one-on-one assistance to customers with computers, printers, and scanners.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Circulation of physical items in adult collections	649,317	625,739	650,000	670,000
Virtual circulation (downloadable books and magazines)	30,370	43,765	45,000	50,000
General interest programs in the Library	158	171	150	200
Total audience at programs in the Library	2,792	1,270	2,000	3,000
General interest outreach programs			30	40
Audience at general interest outreach programs			1,500	2,000
Use (searches) of e-database resources	81,798	84,385	81,000	85,000
“Ask a Librarian” web reference activity	1,582	2,597	2,750	3,000
Reference questions	35,074	33,800	35,000	36,000
Number of outreach deliveries			530	720
Items borrowed from other libraries for adults			700	1200
Efficiency and Effectiveness:				
% change in circulation of physical materials	-10.0%	-3.6%	3.9%	3.1%
% change in virtual circulation	44.6%	44.1%	2.8%	11.1%
Total circulation of physical items from adult collections per capita*	12.7	12.3	12.7	13.1
Programs presented per FTE			25.7	34.3

*Outreach statistics were previously reported by a division that was eliminated during reorganization.

** Adult population based on 2010 census = 51,065

LIBRARY – CUSTOMER ACCOUNT SERVICES

The role of Customer Account Services is the management of library accounts (borrower, computer use, debt borrower, and staff) and related technology. Management of library materials associated with patron accounts includes check-in, check-out, charges (fines and fees), and reservations. The division also manages the related technology: seven self-check-out and fine payment machines, the automated materials handling system, patron payment software, and the library account portion of the Integrated Library System. Staff members serving at the Welcome Desk are the first points of contact for customers using the media dispenser, document scanning and printing station, and library meeting rooms. The division also coordinates Bookmobile and inter-library loan services.

Service Objectives:

- ✓ Master technology to improve efficiency, use of space, and customer access
- ✓ Increase customer familiarity with self-service options, optimize usage of self-check units
- ✓ Increase public knowledge of fine payment options
- ✓ Proactively work to encourage responsible library use and keep customers in good standing
- ✓ Increase awareness of and use of Bookmobile stops
- ✓ Evaluate Bookmobile schedule and sites
- ✓ Partner with debt collection agency to facilitate successful resolution of delinquent accounts, recover fees for unreturned materials, and restore customer access to library services
- ✓ Maintain high level of interlibrary loan service
- ✓ Work closely with Volunteer Coordinator to identify dynamic volunteer opportunities

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	462,505	492,294	513,700	540,138	9.7%
Contractual	12,503	16,796	26,083	30,140	79.5%
Commodities	2,979	10,275	5,599	3,668	-64.3%
Capital	-	-	-	-	
Total Expenditures	477,987	519,365	545,382	573,946	10.5%
Funding Sources:					
General Fund	477,987	519,365	545,382	573,946	10.5%
Total Funding Sources	477,987	519,365	545,382	573,946	10.5%
Personnel - Authorized FTE	4.25	4.25	8.25	8.25	

LIBRARY – CUSTOMER ACCOUNT SERVICES

Highlights:

- Library reorganization resulted in:
 - Assignment of permanent staff members from two divisions (Outreach and Circulation) into new Customer Account Services division;
 - A net increase of 4.0 FTEs;
 - Transfer of Library Aides to Operations Services division; and
 - Management of lending materials to other libraries.
 - The final phase of reorganization will incorporate the allocation remaining in the Customer Account Services temporary salaries budget.
- Worked with Fleet Services and Purchasing Department to craft an RFP for a new bookmobile, evaluated proposals, and coordinated planning with winning vendor. New bookmobile was delivered December 2014.
- Oversaw implementation of new Automated Materials Handling System (AMHS) and training for all staff and volunteers.
- Staff acquired proficiency with new Integrated Library Service software, new scheduling software, new payment software, and new scan/fax/printers, Media Box, and AMHS equipment.
- Provided training for staff and customers in the use of new self-service technologies.
- Introduced improved procedures to ensure that customer accounts remain in good standing.
- Implemented new Computer Use Accounts to allow regular computer users easier access to library resources.
- Coordinated with City Finance Department to implement two new payment methods. Customers are now able to pay fees online and at all self-check-out machines.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Total Registered Borrowers *	40,996	37,467	50,168	53,000
New Borrowers Added	3,448	3,922	5,500	6,000
Total Computer Use Accounts	0	370	550	650
Bookmobile Circulation	69,995	60,395	50,000	65,000
Bookmobile visitor count	14,711	22,094	16,000	24,000
Holds processed	118,559	130,310	135,000	150,000
Fines/fees collected	\$88,996	\$84,630	\$85,000	\$85,000
Referrals to collection agency	345	315	300	275
Money collected through collection agency	\$9,812	\$8,634	\$8,500	\$8,000
Value of materials recovered via collection	\$4,870	\$4,273	\$4,000	\$3,800
Interlibrary loans to other libraries	3,114	3,226	3,200	3,300
Efficiency and Effectiveness:				
Physical items checked out per hour open**			370	351
Registrations as % of population	70%	64%	85%	90%

* Family accounts average 3 borrowers per account.

** Hours open 2012/13 = 3,338; 2013/14 = 3,519; 2014/15 estimated at 3,266 and 2015/16 estimated at 3,551. New figures include items checked out from main Library and Bookmobile.

*** FTE count formerly included 4.25 salaried staff and 9.25 hourly staff members for a total of 13.5 FTE. This division now has 8.25 FTE and all hourly employees work in Operations Services.

LIBRARY – GRANTS AND DONATIONS

The role of this program is to manage revenues and expenditures from private and governmental grants, bequests, gifts, and other contributions from individuals, agencies, and civic organizations. Expenditures from this program are funded by non-general fund sources.

Service Objectives:

- ✓ Maintain Project Smyles outreach to daycare programs
- ✓ Enhance print and non-print collections
- ✓ Maintain “Books for Babies” program at Mary Greeley Medical Center
- ✓ Develop programs based on community interests
- ✓ Complete Library Renovation and Expansion project
- ✓ Acquire equipment for library projects and programs

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	71,201	68,353	61,068	61,068	-10.7%
Contractual	3,464	6,672	8,329	5,600	-16.1%
Commodities	13,180	12,000	13,581	11,300	-5.8%
Capital	6,842	3,367	71,805	5,500	63.4%
Total Expenditures	94,687	90,392	154,783	83,468	-7.7%
Funding Sources:					
Library Bequests	-	367	423	-	
Library Friends Foundation	16,273	14,300	83,392	15,500	
Library Donations/Grants	78,414	75,725	70,968	67,968	-10.2%
Total Funding Sources	94,687	90,392	154,783	83,468	-7.7%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

LIBRARY – GRANTS AND DONATIONS

Highlights:

- Library Renovation and Expansion Project – Facilitated new major purchases, including:
 - Polaris Integrated Library System, which improves staff efficiency and the customer experience with improved programming, better search capabilities, mobile access, and user-friendly interfaces. (Ames Public Library Friends Foundation (APLFF))
 - ST ViewScan II Digital Microform reader/printer/viewer/scanner system that offers clear, high-resolution images, zoom capability, and the ability for users to save and share images electronically. (APLFF)
 - PeopleWhere scheduling software, which streamlines the mechanics of matching employees to shifts, allows staff to access to schedule information via the Internet, and facilitates exchanges or last-minute solutions to workplace changes. (APLFF)
 - Evanced software for event calendar management, online summer reading programs, and meeting room booking. (APLFF)
- Project Smyles – Continued to provide storytimes for children and instruction in early literacy skill development for daycare providers. (Direct State Aid, APLFF, and grants from local organizations)
- Books for Babies -- Provided a children's book to each Story County newborn and a packet for parents to encourage reading with their children and use of Library services. (Direct State Aid)
- Reading Prizes – Purchased prize books for youth reading program participants. (APLFF)
- Collections – Added materials with contributions made through the APLFF, general donations, and memorial gifts.
- Opening Day Collection – Purchased new releases and video games for the media box collection and extra materials to enhance the new facility.

HUMAN SERVICE AGENCIES

This program accounts for the allocations which are made by the City Council to Human Service providers in the Ames community. These human service agencies also receive funding from Story County, Central Iowa Community Services, the Iowa State University Government of the Student Body (GSB), and United Way, along with other public and private sources. The agencies provide human services in several broad categories: health services, basic needs services, youth and children services, and prevention and/or support services. Recommendations on this funding are made to the City Council by the Analysis of Social Service Evaluation Team (ASSET) committee. A portion of the salary of one Assistant City Manager is allocated here for work with ASSET.

Service Objectives:

- ✓ Promote coordination of human services planning and funding among sponsoring organizations
- ✓ Assess needs for human services programs in Story County and evaluate capabilities of agencies to provide needed programs
- ✓ Monitor trends in human services provision in other parts of state/country for possible consideration in Story County
- ✓ Provide funding recommendations and research upon request to sponsoring organizations
- ✓ Hold agencies accountable for responsible, efficient, and effective use of the dollars allocated through the ASSET process

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Activities:					
Human Services Admin	19,512	16,623	20,336	20,982	26.2%
Human Service Agencies	1,041,276	1,139,227	1,139,227	1,212,375	6.4%
Total Expenditures	1,060,788	1,155,850	1,159,563	1,233,357	6.7%
Expenditures:					
Personal Services	16,234	16,623	16,836	17,305	4.1%
Contractual	1,044,554	1,139,227	1,142,727	1,216,052	6.7%
Commodities	-	-	-	-	
Total Expenditures	1,060,788	1,155,850	1,159,563	1,233,357	6.7%
Funding Sources:					
Local Option Sales Tax	1,060,788	1,155,850	1,159,563	1,233,357	6.7%
Total Funding Sources	1,060,788	1,155,850	1,159,563	1,233,357	6.7%
Personnel - Authorized FTE	0.12	0.12	0.12	0.12	

HUMAN SERVICE AGENCIES

Highlights:

- For FY 2014/15, the City Council allocated \$1,139,227 for ASSET services, based on the recommendations from the volunteers. This was a decrease of 4% compared to the previous year's allocations.
- For FY 2015/16, \$1,216,052 was authorized by the City Council, which is a 7% increase over FY 2014/15 contracted services.

The following priorities were adopted by the City Council in July, 2014 for 2015/2016:

- **#1 Meet basic needs, with emphasis on low-to-moderate income:**
 - Housing cost offset programs, including utility assistance
 - Sheltering
 - Quality childcare cost offset programs, including daycare and State of Iowa licensed in-home facilities
 - Food cost offset programs, to assist in providing nutritious perishables and staples
 - Transportation cost offset programs for the elderly and families
 - Legal assistance
 - Disaster response
- **#2 Meet mental health and chemical dependency needs**
 - Provide outpatient emergency access to services
 - Provide crisis intervention services
 - Provide access to non-emergency services
 - Ensure substance abuse preventions and treatment is available in the community
- **#3 Youth development services and activities**
 - Provide services for social development
- The City funds approximately 30 agencies through this process.
- During FY 2014/15, the City has been working with other ASSET Administrative Staff to facilitate updates to the process for collecting statistical information for ASSET funded services to assist in helping to determine needs as well as effectiveness of the programs. ASSET administrative staff continues to work on service issues as they arise, and helps to facilitate conversations between providers to promote cooperation and eliminate duplication.

The portion of an Assistant City Manager's salary allocated to this program remains at 12% for FY 2015/16 in recognition of time spent on the ASSET process and on various human services projects.

**HUMAN SERVICE AGENCIES RECEIVING CITY LOCAL OPTION
TAX FUNDING THROUGH THE A.S.S.E.T. PROCESS**

	2013/14	2014/15	2014/15	2015/16
	Actual	Adopted	Adjusted	Mgr Rec
ACCESS	69,983	71,007	71,007	-
American Red Cross	9,000	9,000	9,000	-
Ames Community Preschool	78,537	81,688	81,688	-
ARC of Story County	7,243	6,418	6,418	-
Boys & Girls Club	92,500	94,000	94,000	-
Campfire USA	6,136	6,443	6,443	-
Center for Creative Justice	52,648	52,948	52,948	-
Childserve	17,293	17,700	17,700	-
Emergency Residence Project	63,900	66,800	66,800	-
Good Neighbor	16,200	16,200	16,200	-
Heartland Senior Services	148,374	152,638	152,638	-
HIRTA	40,000	40,133	40,133	-
Homeward of MGMC	36,280	39,775	39,775	-
Legal Aid Society	61,770	82,244	82,244	-
Lutheran Services in Iowa	2,825	3,500	3,500	-
Mid-Iowa Community Action	33,065	51,492	51,492	-
National Alliance for Mentally Ill	5,450	5,463	5,463	-
Orchard Place	4,394	6,165	6,165	-
Raising Readers	-	7,690	7,690	-
RSVP	26,900	27,688	27,688	-
Salvation Army	18,163	36,249	36,249	-
University Community Childcare	44,018	47,982	47,982	-
Visiting Nurses	-	3,382	3,382	-
Volunteer Center of Story County	7,000	7,000	7,000	-
Youth & Shelter Services	199,597	205,622	205,622	-
Total Allocations	1,041,276	1,139,227	1,139,227	1,212,375
Unallocated Reserve	-	-	-	-
Total Human Service Agency Funding	1,041,276	1,139,227	1,139,227	1,212,375

ART SERVICES/AGENCIES

The allocations recommended by the Commission on the Arts for various community arts operations are budgeted in this activity. These community arts programs are non-profit in nature and primarily involve the performing arts. Since 1991, the Public Art Commission (PAC) has administered the acquisition and maintenance of art installations on public properties. PAC maintains an active inventory of hundreds of works, including sculptures, paintings, photographs, collages, quilting, and glasswork.

Service Objectives:

- ✓ Commission on the Arts
 - ✓ Review requests for funding from community arts organizations based on criteria provided by City Council
 - ✓ Make semi-annual recommendations to the City Council for funding of special grants and annual operating funding recommendations
 - ✓ Monitor performance under the awarded grants by reviewing final reports on all annual grants and mini-grants
 - ✓ Report Commission opinions on the needs of arts organizations in Ames, as appropriate

- ✓ Public Art Commission
 - ✓ Enhance the lives of Ames residents with a variety of educational and promotional projects for public arts
 - ✓ Continue the successful Art in the Parks, Ames Annual Outdoor Sculpture Exhibition, and Neighborhood Art programs
 - ✓ Continue to develop a proactive art maintenance program to preserve and distribute artwork throughout City facilities

	2013/14	2014/15	2014/15	2015/16	% Change
Activities:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Public Art Program	23,342	37,000	62,547	37,000	0.0%
Art Agency Funding	137,762	144,401	144,401	148,733	3.0%
Total Expenditures	161,104	181,401	206,948	185,733	2.4%
Expenditures:					
Personal Services	-	-	-		
Contractual	146,905	144,401	144,401	148,733	3.0%
Commodities	2,199	-	-	-	
Capital	12,000	37,000	62,547	37,000	0.0%
Total Expenditures	161,104	181,401	206,948	185,733	2.4%
Funding Sources:					
Local Option Sales Tax	161,104	181,401	206,948	185,733	2.4%
Public Art Donations	-	-	-	-	
Total Funding Sources	161,104	181,401	206,948	185,733	2.4%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

ARTS SERVICES/AGENCIES

Highlights:

Public Art Commission (PAC)

2014/15

Public Relations and Marketing promoted and publicized the PAC's efforts by staffing booths at Art Walk, Reiman Gardens Art Fair, Main Street Farmers Market, and Octagon Art Festival. This committee also spearheaded a project to "Name the Dragons," two sculptures (one yellow and one purple) near City Hall. This project generated a great deal of community interest.

Ames Annual Outdoor Sculpture Exhibition – Five sculptures were selected in 2014: *Help Another* by James Bearden; *Life: Portal to the Future* by Zach Bowman; *Solitary Nomad* by V. Skip Willets; *Wings of Change* by Hilde Dobruyne; and *Industrial Revolution II* by John Brommel. Each received a \$1,000 honorarium, *Industrial Revolution II* won the "Best in Show" prize of \$500, and the five sculptures are on display around downtown Ames.

The **Neighborhood Sculpture** program collaborates with Ames neighborhoods interested in acquiring a sculpture from the *Ames Annual Outdoor Sculpture Exhibition*. This was yet another phenomenal year for public interest. Four sculptures were acquired and placed at a total cost of \$12,000; and community reaction has been overwhelmingly positive.

A major PAC collaborative project was **Cy City**, spearheaded by the 2014 Leadership Ames class in celebration of Ames' 150th year. The highly successful involvement of the City of Ames, Iowa State University, community businesses, donors, artists and community groups resulted in a citywide installation of several dozen CY sculptures thematically decorated. The PAC lent both an artistic voice as well as process and installation consultation.

The City Council previously authorized \$25,547 of **carry-over funding** into the 2014/15 adjusted budget. Approximately half of this amount is for the Art in the Parks program.

The PAC streamlined its many committees into **three core committees** – Collections and Information Management, Public Relations and Marketing, and Outreach.

2015/16

PAC is planning to map the collection and develop a **GIS system** with a web integrated platform. PAC is planning for new sculpture pads, re-siting of the pair of dragon sculptures at City Hall, major maintenance on the David Dalquist sculptures around town, and acquisition of more indoor artwork.

PAC's **Public Relations and Marketing** goals include the promotion of PAC's 25 year anniversary.

Art in the Parks is in the process of developing the next installation of artwork. This program requires accumulating funds from several budget cycles. PAC's goal is to have new, possibly interactive, installations in 2016. PAC will also seek grant funding to bolster the project budget.

Ames Annual Outdoor Sculpture Exhibition – Placement and dedications for 2015 are scheduled for Late Spring. Future goals include expanding existing concrete pads to accommodate the improved scale and diversity of the work. PAC is seeking a \$3,500 increase in funding to pour new concrete pads that can safely accommodate larger sculptures.

The **Neighborhood Sculpture** program is in negotiations with this year's batch of AAOSE artists, with the hope that PAC will be able to purchase several sculptures, once again maximizing the allocated budget of \$10,000, plus the additional Council approved roll-over. PAC hopes to keep extending both Neighborhood Sculpture and AAOSE to other new neighborhoods and overlooked public spaces in Ames including Campustown, the North Grand area, and South and West Ames.

Commission On The Arts (COTA)

For FY 2014/15, the Commission On The Arts was allocated a total of \$144,401, funding for 17 different organizations. This was an increase of 2.5% over the FY 2013/14 allocation.

For FY 2015/16, COTA recommended funding in the amount of \$148,733 (an increase of 3% over FY 2014/15). The Commission anticipates annual grants to be awarded in the amount of \$143,620 and up to \$5,113 in mini-grants for the spring and fall application periods.

**PUBLIC ARTS AGENCIES RECEIVING CITY LOCAL OPTION
RECOMMENDATIONS FROM C.O.T.A. – COMMISSION ON THE ARTS**

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec
ACTORS	13,543	14,700	14,700	-
AIOFA	7,996	7,960	7,960	-
Ames Chamber Artists	2,246	2,380	2,380	-
Ames Children's Choirs	9,744	9,800	9,800	-
Ames Choral Society	2,476	2,640	2,640	-
Ames Community Arts Council	7,982	7,900	7,900	-
Ames Town & Gown	15,691	14,800	14,800	-
Central Iowa Symphony	9,975	8,500	8,500	-
Co'Motion Dance Theater	5,489	5,460	5,460	-
Dancercenter Dancer Co Foundation	-	1,400	1,400	-
Good Company	-	1,190	1,190	-
Kids Co'Motion	3,103	2,800	2,800	-
Friends of Ames Strings	1,180	1,280	1,280	-
India Cultural Association	1,780	2,320	2,320	-
Stars Over VEISHEA	-	4,050	4,050	-
Story Theater Company	8,716	8,400	8,400	-
The Octagon	44,136	44,650	44,650	-
Total Allocations	134,057	140,230	140,230	148,733
Mini-Grants	3,705	4,171	4,171	-
Total Arts Agency Funding	137,762	144,401	144,401	148,733

CEMETERY

This activity provides efficient interment services and maintains quiet, attractive grounds and facilities at the 9th Street Cemetery (53 acres) and Ontario Cemetery (4 acres). Maintenance is provided by contractual services for mowing and trimming of all the cemetery grounds. City personnel coordinate funerals, lot sales, and setting monuments as well as minor maintenance of the grounds. Limited maintenance is also provided for the small "Sunday Cemetery" located next to the old Water Pollution Control Plant.

Service Objectives:

- ✓ Maintain two City cemeteries in a neat and orderly fashion
- ✓ Coordinate funerals, cemetery lot sales, and sale of columbarium spaces
- ✓ Respond in a timely fashion to all grave opening and closing requests
- ✓ Set markers and monuments
- ✓ Administer the mowing contract

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
Personal Services	77,853	89,336	94,102	98,888	10.7%
Contractual	46,637	57,642	64,890	66,957	16.2%
Commodities	2,213	1,715	2,325	2,350	37.0%
Capital	-	-	-	-	
Total Expenditures	126,703	148,693	161,317	168,195	13.1%
Funding Sources:					
Current Need Lot Sales	14,640	20,000	20,000	20,000	0.0%
Pre-Need Lot Sales	28,706	20,000	20,000	20,000	0.0%
Marker Footings	1,925	2,500	2,500	2,500	0.0%
Interments	59,255	57,000	57,000	57,000	0.0%
Columbarium	3,308	2,000	2,000	2,000	0.0%
Interest	12,511	10,000	7,000	7,000	-30.0%
Total Program Revenues	120,345	111,500	108,500	108,500	-2.7%
General Fund Support	6,358	37,193	52,817	59,695	60.5%
Total Funding Sources	126,703	148,693	161,317	168,195	13.1%
Personnel - Authorized FTE	1.05	1.05	1.29	1.29	

CEMETERY

Highlights:

In preparing for the adjusted FY 2014/15 and FY 2015/16 budgets, a new methodology was used to project personal service costs for the various programs administered by Public Works Operations. Personal service costs for these programs, which include Street Maintenance, Street Cleaning, Snow and Ice Control, Utility Maintenance, Right-of-Way maintenance, and the Cemetery, vary greatly from year to year due to weather conditions and workloads. Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the programs has been used to project the personal service cost for each program.

General Fund support of the cemetery is projected to increase to \$52,817 (FY 2014/15 Projected) from \$6,358 (FY 2013/14 Actual). Support is projected to increase to \$59,695 for FY 2015/16.

Mowing and trimming services for the cemetery continue to be contracted out. It is estimated that the cemetery will be **mowed 15 times**. The total cost of mowing is estimated at \$30,000 for both 2014/15 and 2015/16.

Cemetery **rates** for interments, cremations, lots, etc. continue to be competitive with surrounding communities. The last fee increase was in 2005.

Large tree trimming continues throughout the cemetery at an annual cost of \$2,500. Also included in FY 2015/16 is \$2,500 for **monument repairs**.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values. The increases are \$6,609 for FY 2014/15 and \$8,239 for FY 2015/16.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Regular interments	56	57	60	60
Cremaains interments	49	47	50	50
Columbarium spaces sold	2	3	2	2
Lots sold	129	83	100	100
Markers/monuments set	48	74	50	50
Efficiency and Effectiveness:				
Revenues as a % of expenses	69%	95%	67%	65%

CITYWIDE AFFORDABLE HOUSING

This activity administers city-wide affordable housing programs that will assist various housing related activities including, but not limited to: emergency and disaster related assistance, housing fairs, demolitions, public educational workshops, etc. The overall goal of this program is to promote better housing, educational and economic conditions and/or opportunities the citizens of Ames and for low and moderate income citizens residing in Ames. This program includes the various miscellaneous affordable housing programs of the City of Ames.

Service Objectives:

- ✓ Implement activities in a manner consistent with applicable regulations and City's overall affordable housing initiatives
- ✓ Continue to provide reliable, high quality service to both external and internal customers
- ✓ Increase and/or maintain housing stock of affordable housing in Ames
- ✓ Increase and/or maintain partnership with state, federal, cities, county, lenders, realtors, developers, and non-profit organizations to increase affordable housing opportunities
- ✓ Educate the public regarding various federal, state and local housing policies, practices, and application.

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	25,602	36,996	32,356	33,046	-10.7%
Contractual	6,875	5,777	14,296	15,583	169.7%
Commodities	-	125	175	125	0.0%
Capital	-	-	-	-	
Total Expenditures	32,477	42,898	46,827	48,754	13.7%
Funding Sources:					
City-Wide Housing Fund	32,477	42,898	46,827	48,754	
Total Funding Sources	32,477	42,898	46,827	48,754	13.7%
Personnel - Authorized FTE	0.37	0.37	0.20	0.20	

CITYWIDE AFFORDABLE HOUSING

Highlights:

In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. In City-Wide Affordable Housing, this support staff restructuring resulted in a reduction to personal services of 10.7%, but an increase of \$10,099 to contractual charges.

This **program continues to account for expenses** incurred by the City’s Housing Division that are **not eligible for reimbursement** under the Federal government’s Community Development Block Grant program. This includes assistance provided to other city departments, non-profit organizations, administration of non-CDBG Federal, State or Local programs.

In FY 2014/15 and FY 2015/16, staff will **continue to host** community forums and events to train, educate and engage the public on various housing topics/awareness such as: hunger and homelessness awareness, housing fairs, feedback surveys, etc. Staff will **also partner with other City Departments and organizations** to promote and educated the public through events, seminars and other promotional items regarding various housing related topics and concerns.

Beginning in FY 2014/15, in lieu of a **permanent .37 FTE position** in the Housing Division, **temporary and/or contracted staff will be utilized** until such time it is determined a **permanent position is needed**.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
# of community forums/events to educate public on various housing topics/awareness, program policies/procedures, etc.	3	6	3	4

COMMUNITY DEVELOPMENT BLOCK GRANT

This activity administers the federally funded Community Development Block Grant (CDBG) program activities. The activities implemented under this program will include a wide variety of community and economic development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. The overall goal of the program is to ensure that at least one of the following three national objectives is met: 1) benefit persons of low and moderate income; 2) aid in the prevention or elimination of slums or blight; or 3) meet other community development needs of particular urgency.

Service Objectives:

- ✓ Administer the CDBG program in compliance with federal regulations
- ✓ Operate the CDBG programs in full compliance with all Fair Housing and Equal Opportunity laws and regulations
- ✓ Continue to provide reliable, high quality service to both external and internal customers
- ✓ Preserve existing housing and promote revitalization of neighborhoods by offering housing options to very low, low, and moderate-income persons
- ✓ Encourage citizen participation by conducting community-wide meetings and/or public forums for input regarding processes, programs, and ongoing community development projects
- ✓ Improve the Division's website to efficiently communicate with the public

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	97,183	102,257	91,737	92,177	-9.9%
Contractual	113,185	420,382	749,403	395,293	-6.0%
Commodities	672	850	755	-	-100.0%
Capital	442,124	-	350,000	-	
Total Expenditures	653,164	523,489	1,191,895	487,470	-6.9%
 Funding Sources:					
Block Grant	551,513	509,171	1,001,012	487,470	-4.3%
Downpayment Repayments	5,644	5,343	8,063	-	
Sale of Homes	96,007	8,975	182,820	-	
Total Funding Sources	653,164	523,489	1,191,895	487,470	-6.9%
 Personnel - Authorized FTE	1.00	1.00	0.80	0.80	

COMMUNITY DEVELOPMENT BLOCK GRANT

Highlights:

FY 2014/15

The City of Ames received its **eleventh allocation of Community Development Block Grant (CDBG)** funding in the amount of \$488,278. Additionally, approximately \$502,000 was rolled over from FY 13/14 and approximately \$200,000 is anticipated to come from program income in FY 2014/15, bringing the total available allocation to **approximately \$ 1.1million. CDBG funds are utilized to support the City Council's goals of addressing Affordable Housing Needs in the community.**

Annually the City Council authorizes the maximum 20% of the CDBG allocation for administrative expenses with the remaining balance to be utilized for programming. For FY 2014/15 the programming **to be administered is as follows:**

- Neighborhood sustainability programs (home improvement, homebuyer assistance, acquisition/reuse, operation & repair, rental deposit, transportation assistance, and rental property repair program);
- Public Facilities Improvement program (assist to non-profit organizations to make improvements and/or repairs to their facilities).

The **three properties along 6th Street** that were purchased with CDBG funds are being demolished and are the lots will be made available for redevelopment into affordable housing units. **Request for redevelopment proposals will be sought in spring 2015.**

Beginning in FY 2014/15, in lieu of a **permanent .37 FTE position** in the Housing Division, **temporary and/or contracted staff will be utilized** until such time it is determined a **permanent position is needed.**

FY 2015/16

The **FY 2015/16 CDBG allocation** for the City of Ames **has not yet been announced. However,** for **budgeting purposes** the 2014/15 \$488,278 CDBG allocation **is being projected.**

In **FY 2015-16,** the City will be **submitting its second annual action plan as part of the newly adopted 5–year Consolidated Plan (2014-2019)** that will incorporate the program goals and priorities projects. Staff will be soliciting input from the public and bring those ideas to City Council for review and approval to be submitted to HUD on or before May 17, 2015. Therefore, **no programming or service accomplishments has been designated at this time.**

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Annually maintain 70% expenditure rate of funds on activities that serve LMI* households and/or neighborhoods	100%	100%	100%	100%
Neighborhood public infrastructure improvement projects completed in LMI* census tracts - # of linear feet, square yards and/or square feet of sewer pipe, streets/sidewalks/curbs/driveway approaches/gutters and dome pads completed	728 LF 916.87 sq yds 168 sq ft pads	2,781 LF 3,381 sq yds 72 sq ft pads	N/A	unknown
# of first-time homebuyers provided down payment assistance	0	2	4	unknown
# of LMI owner-occupied units rehabilitated	0	0	5	unknown
# of LMI rental-occupied units rehabilitated	n/a	n/a	2	unknown
# of properties or land purchased for LMI Housing	0	0	3	unknown
# of LMI* households receiving Renter Affordability Assistance (deposit, 1 st month's rent, utility, transportation, or child care)	8	35	70	unknown
Efficiency and Effectiveness:				
Demonstrated compliance with HUD's monitoring of program reports, files, etc.	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Bi-annual program audit meets federal compliance standards	Yes	Yes	Yes	Yes
* Low and Moderate Income				

ECONOMIC DEVELOPMENT

The Economic Development activity supports both existing and new businesses in their efforts to provide opportunities for quality employment in the City of Ames. This activity provides local support for state and federal sponsored economic development programs and administration and oversight of all economic development programs.

Service Objectives:

- ✓ Create quality jobs
- ✓ Increase tax base
- ✓ Use local economic development programs to leverage state, federal, and private economic development investment
- ✓ **Promote Economic Development by implementing economic development related City Council objectives**

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	65,595	69,965	60,057	61,798	-11.7%
Contractual	170,024	161,326	161,516	161,516	0.1%
Commodities	-	-	-	-	
Other	-	-	-	-	
Total Expenditures	235,619	231,291	221,573	223,314	-3.5%
Funding Sources:					
Hotel/Motel Tax	159,343	159,610	159,800	159,800	0.1%
General Fund	67,311	71,681	61,773	63,514	-11.4%
TIF/Kingland Systems	8,965	-	-	-	
Economic Development	-	-	-	-	
Total Funding Sources	235,619	231,291	221,573	223,314	-3.5%
Personnel - Authorized FTE	0.46	0.46	0.31	0.31	

ECONOMIC DEVELOPMENT

Highlights:

The economic development activity for FY 2014/15 included the support of growth of companies in Ames and support of future growth opportunities with the infrastructure improvements and the expansion of the Iowa State University Research Park.

Economic development projects approved by City Council included:

- **Boehringer Ingelheim Vetmedica, Inc.**, a German company that develops, manufactures, and markets veterinary pharmaceutical products. The project includes construction of a new building in the ISU Research Park. The City endorsed the application for state assistance and is the local sponsor. The local match requirement will be industrial property tax abatement.
- **Workiva**, an Ames based technology company completed a major expansion to its facility at the ISU Research Park. The company committed to add 700 new full-time jobs and received state incentives and a local match in the form of property tax abatement.
- **Iowa State University Research Park**, which will begin expansion of the park to include a central hub building to support business growth. The City established a Tax Increment Financing district to help fund infrastructure improvements.

The projects above were in support of the Council's goal to promote economic development.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
State Programs Sponsored	2	3	2	2

Other:

City revolving loans originated
Community Investment Fund

Efficiency and Effectiveness:

Companies	\$ State/Federal Investment	\$ City Investment	Tax Abatement	\$ Private/AEDC Investment	\$ Total Investment	Jobs Required	\$ Added Taxable Value
Boehringer Ingelheim Vet.	378,795	0	Yes	25,621,205	26,000,000	1	TBD
Workiva	5,500,000	0	Yes	73,240,000	78,740,000	700	13,036,647
Totals	\$5,878,795	\$0		\$98,2861,205	\$104,240,000	701	\$13,036,647

STORM DISASTER ACTIVITY

This activity is used to account for expenses and revenue for emergency response and restoration when the City becomes eligible for the Federal Emergency Management Agency's (FEMA) Public Assistance program through a Presidential declaration.

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services					
Contractual	10,364	-	-	-	
Commodities		-	-	-	
Capital		-	-	-	
Total Expenditures	10,364	-	-	-	
Funding Sources:					
General Fund	5,667	-	-	-	
State FEMA	4,697	-	-	-	
Total Funding Sources	10,364	-	-	-	
Personnel - Authorized FTE	-	-	-	-	

STORM DISASTER ACTIVITY

Highlights:

The City received notice of close out of the FEMA Public Assistance Grant activity for the river and stream floods, wind storm, and urban flooding in 2010. The FY 2013/14 actuals reflect the final remaining expenditures and grant payment for response to this event.

CABLE TV SERVICES

The mission of Channel 12 is to provide live coverage of City Council and select boards and commission meetings alongside original programming that promotes Ames City Government in an enlightening and engaging manner. The full-time Coordinator also provides playback support for the Public Access Channel (16). All Channel 16 programming is produced independently and submitted for broadcast. Programming consists of local church services and local/non-local, professionally produced series. Cable TV is staffed by one full-time Cable TV Coordinator who is primarily devoted to the government access channel (TV12), and part-time interns. The budget also includes a portion of support staff salary.

Activities also include providing direction and support for video/digital imaging, computer capture, picture printing, and facilitating presentations. These presentations may or may not be broadcast.

Service Objectives:

- ✓ Create educational programs showcasing City programs and services
- ✓ Provide live cablecasting of City Council, and Boards and Commission meetings
- ✓ Work with City staff to develop programs for internal trainings
- ✓ Program Channel 12 for ongoing and continuous coverage
- ✓ Provide DVD recording of meetings for City employee training
- ✓ Serve as an emergency notification system
- ✓ Coordinate Channel 16 playbacks
- ✓ Coordinate videostreaming of Channel12

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	94,363	92,616	96,048	99,811	7.8%
Contractual	20,489	26,425	22,097	32,254	22.1%
Commodities	6,222	5,950	6,250	7,350	23.5%
Capital	3,521	-	17,855		
Total Expenditures	124,595	124,991	142,250	139,415	11.5%
Funding Sources:					
Cable TV Franchise	461,312	459,000	460,000	460,000	0.2%
Miscellaneous Revenue	-	-	-	-	
Cable TV Revenues	461,312	459,000	460,000	460,000	0.2%
Contribution to General Fund	(336,717)	(334,009)	(317,750)	(320,585)	-4.0%
Total Funding Sources	124,595	124,991	142,250	139,415	11.5%
Personnel - Authorized FTE	1.10	1.10	1.10	1.10	

CABLE TV SERVICES

Highlights:

During the budget process this year, a financial equipment replacement plan was created for equipment in the Channel 12 control room. Prior to the development of this plan, equipment was replaced with capital purchase requests and relied solely on the availability of funds to meet these requests. The new plan forecasts future equipment replacement costs, life expectancy, and priority of replacement. All new pieces of broadcast equipment with significant upfront cost will be placed on a depreciation schedule. In accordance with this plan, funds have been added to Cable TV Services depreciation account in FY 2014/15 and moving forward.

Over the past five years, an effort has been made to bring Channel 12 up to date with broadcasting equipment and prepare for a future of broadcasting/recording in High Definition. The final pieces of equipment have been identified and funds added to capital of the adjusted budget for FY 2014/15. With these pieces of equipment, Channel 12 will be fully HD capable. The only remaining piece to broadcasting Channel 12 in HD after this will be Mediacom's ability to handle a HD signal at their head end in Ames from Channel 12.

Government Access Channel 12:

- Custom built a mobile recording control room (Library Flypack)
- 150 Years of Ames series celebrating and promoting the Ames Sesquicentennial.
- Finished Ames Public Library Documentary (4 year project)
- Began documentary on new Water Treatment Plant
- Purchased/installed new digital audio mixer in Channel 12 control room/Council Chambers
- Replacing video system controller (final internal piece of equipment in transition to High Definition - awaiting HD channel from Mediacom)
- 22,588 views of original programs on YouTube Channel 11/16/13 – 11/17/14
- 43,931 total page views for the live stream and archive meeting videos from 11/16/13 – 11/17/14

	2012/13 Actual	2013/14 Actual	2014/15 Current	2015/16 Projected
Service Accomplishments:				
Original video programs, Channel 12	252	260	89	225
Hours of programming replay, Channel 12	4,066	6,120	2,531	8,560
Hours of live meeting coverage, Channel 12	192	212	92	200
Live/archive meeting online views		8,774	15,552	35,000
Original programs online views		11,755	13,829	17,000
Efficiency and Effectiveness:				
Of those who use them, usefulness of Channel 12 (3=very useful; 2=somewhat useful; 1=not useful) *	2.1	2.1	2.1	2.2
% citizens who view Channel 12 *	41%	31%	31%	35%
% citizens who view Twitter *	28%	35%	35%	37%
% citizens who view YouTube *	64%	63%	63%	64%
% citizens who view Facebook *	70%	73%	73%	73%

* Numbers according to the 2013/2014 Resident Satisfaction Survey

COMMUNITY ENRICHMENT CIP

Activity Description:

This is a summary of all the Community Enrichment related capital improvements which are detailed in the five-year Capital Improvements Plan.

Activities:	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Parks & Recreation:					
Park System Improvements	350,330	202,000	447,969	440,000	
Recreation Facility Improvements	-	165,000	315,408	140,000	
Municipal Pool Improvements	57,737	25,000	146,423	25,000	
Playground/Park Equipment	60,768	62,500	203,097	50,000	
Furman Aquatic Center	22,169	48,000	135,734	25,000	
Ada Hayden Heritage Park	296	284,000	229,000	104,000	
Ames/ISU Ice Arena	1,058	215,000	116,937	220,000	
Munn Woods Connection	51,614	-	-	-	
Sand Volleyball Complex	6,200	-	120,000	-	
Roosevelt Park Development	-	80,000	80,000	-	
Homewood Gold Course	-	-	-	20,000	
Sub-Total	550,172	1,081,500	1,794,568	1,024,000	
Library:					
Library Renovation Project	11,334,701	-	4,879,338	-	
Library RDID Tagging	39,647	-	146,033	-	
Sub-Total	11,374,348	-	5,025,371	-	
Cemetery:					
Cemetery Lane Improvements	78,355	65,000	150,712	65,000	
Sub-Total	78,355	65,000	150,712	65,000	
Economic Development:					
Downtown Façade Program	41,127	50,000	129,423	50,000	
Campustown Façade Program	-	30,000	50,000	50,000	
Sub-Total	41,127	80,000	179,423	100,000	
City Manager:					
Neighborhood Improvement Program	11,870	50,000	50,000	50,000	
Total Community Enrichment CIP	12,055,872	1,276,500	7,200,074	1,239,000	-2.9%

GENERAL GOVERNMENT

LIBRARY INTERIOR LIGHTING



GENERAL GOVERNMENT

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GENERAL GOVERNMENT

Program Description:

The General Government program is comprised of leadership, management, and support activities. These activities give direction and needed background assistance to the City’s “frontline” services.

The General Government program includes the following activities: City Council, which includes the legislative and policy-making leadership provided by the Mayor and City Council as well as special allocations made by Council and the oversight of a Council Contingency Fund, City Clerk who records and maintains the records of the City Council and various appointed commissions and committees; and City Manager who provides day-to-day administration and coordination of all the City’s service programs. The remainder of this program includes the wide array of staff services, such as Financial Services, Administrative Services, Public Works, Facilities, and the Merit Adjustment.

	2013/14	2014/15	2014/15	2015/16	% Change
Use of Funds:	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
City Council	301,209	342,770	371,316	315,232	-8.0%
City Clerk	367,865	341,187	349,173	357,296	4.7%
City Manager	693,022	692,031	711,542	734,993	6.2%
Financial Services	1,647,606	1,719,344	1,748,205	1,774,736	3.2%
Administrative Services	1,833,060	1,992,693	2,635,814	2,073,191	4.0%
Public Works	1,050,030	1,204,946	1,208,085	1,267,150	5.2%
Facilities	511,608	535,809	572,494	541,549	1.1%
Merit Adjustment	-	174,111	-	174,971	0.5%
Total Operations	6,404,400	7,002,891	7,596,629	7,239,118	3.4%
General Government CIP	745,848	50,000	2,658,301	50,000	0.0%
Total Expenditures	7,150,248	7,052,891	10,254,930	7,289,118	3.4%
 Personnel - Authorized FTE	 61.80	 61.80	 65.50	 67.25	

GENERAL GOVERNMENT

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	5,862,238	6,350,676	6,006,576	6,521,305	2.7%
Contractual	364,465	487,237	1,310,793	562,730	15.5%
Commodities	159,531	141,178	155,010	145,083	2.8%
Capital	18,166	23,800	124,250	10,000	
Other	-	-	-	-	
Total Operations	6,404,400	7,002,891	7,596,629	7,239,118	3.4%
General Government	745,848	50,000	2,658,301	50,000	0.0%
CIP					
Total Expenditures	7,150,248	7,052,891	10,254,930	7,289,118	3.4%
Funding Sources:					
Fees/Outside Charges	180,063	182,787	184,695	185,705	1.6%
General Fund	2,697,444	2,942,647	3,523,823	3,025,842	2.8%
Local Option Sales Tax	135,322	144,646	149,229	117,652	-18.7%
Hotel/Motel Tax	13,745	-	17,657	-	
Road Use Tax	248,497	276,466	247,753	280,383	1.4%
Comm Dev Block Grant	-	792	-	808	2.0%
Police/Fire 411	12,790	13,477	13,321	13,599	0.9%
Special Assessments	4,629	4,854	4,845	4,967	2.3%
Street Construction	10,637	11,791	-	-	-100.0%
G.O. Bonds	52,238	58,705	80,638	85,443	45.6%
Water Utility Fund	614,515	697,050	686,445	712,102	2.2%
Sewer Utility Fund	561,522	619,816	641,654	659,591	6.4%
Electric Utility Fund	1,115,998	1,175,888	1,175,757	1,221,995	3.9%
Parking Fund	75,734	80,457	70,429	74,627	-7.3%
Storm Sewer Utility Fund	245,952	299,046	304,822	326,158	9.1%
Ames/ISU Ice Arena	-	1,080	-	1,150	6.5%
Homewood Golf Course	-	476	-	785	64.9%
Resource Recovery	295,120	311,522	325,208	346,950	11.4%
Fleet Services	140,194	171,194	170,353	171,017	-0.1%
Information Technology	-	7,814	-	7,988	2.2%
Risk Insurance	-	986	-	1,023	3.8%
Health Insurance	-	1,397	-	1,333	-4.6%
Operations Funding	6,404,400	7,002,891	7,596,629	7,239,118	3.4%
General Govt CIP Funding:					
General Fund	343,571	-	2,316,998	-	
Local Option Sales Tax	29,240	50,000	341,303	50,000	0.0%
Special Assessments	9,076	-	-	-	
EOC Grant	363,961	-	-	-	
CIP Funding	745,848	50,000	2,658,301	50,000	0.0%
Total Funding Sources	7,150,248	7,052,891	10,254,930	7,289,118	3.4%

CITY COUNCIL

The City Council is the legislative and policy making body in the Ames municipal government. The Mayor and two Council Members are elected at-large, while the other four Council Members are elected on a ward basis. The Mayor, with the approval of the Council, appoints members of major policy making boards and commissions of the City. City Council meetings are scheduled on the second and fourth Tuesdays of the month, with special meetings and work sessions conducted as needed. Major responsibilities of the City Council include enacting ordinances, setting property tax levels, approving city service levels and the related budgets, and participating in community development efforts.

Service Objectives:

- ✓ Provide long-term vision for community and short-term goals to support that vision
- ✓ Channel input from public and other community institutions into City-provided service programs
- ✓ Act as Board of Directors for various city utilities, (electric, water, wastewater, solid waste)
- ✓ Oversee financial commitments of the City and prioritize spending
- ✓ Set policy, approve ordinances and contracts, provide direction to City Manager and City Attorney, represent City in joint ventures, provide forum for community interaction
- ✓ **Promote a sense of one community**
- ✓ **Strengthen Downtown and Campustown**
- ✓ **Expand sustainability efforts**
- ✓ **Address housing needs**
- ✓ **Strengthen human services**
- ✓ **Promote economic development**

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	54,364	54,515	54,268	54,417	-0.2%
Contractual	44,430	51,420	72,829	48,940	-4.8%
Commodities	16,408	17,335	19,990	19,375	11.8%
Capital	-	-	-	-	
Total Expenditures	115,202	123,270	147,087	122,732	-0.4%
Funding Sources:					
General Fund	115,202	123,270	147,087	122,732	-0.4%
Total Funding Sources	115,202	123,270	147,087	122,732	-0.4%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

CITY COUNCIL

Highlights:

Progress has been made towards the City Council goals that are to be accomplished by December 2015. The 2014-2015 goals fall into the following categories:

- Promote a Sense of One Community
- Strengthen Downtown and Campustown
- Expand Sustainability Efforts
- Address Housing Needs
- Strengthen Human Services
- Promote Economic Development

Promote a Sense of One Community -- The City Council will evaluate the One Community Report to determine what future steps might be useful to improve community integration. Further discussion will occur related to processes for community engagement when addressing community issues. The City Council has held a joint workshop with the Ames School Board to discuss mutual goals.

Strengthen Downtown and Campustown – The process has begun to develop a Campustown façade grant program. Design criteria development has been initiated, and two pilot projects will be sought out in 2014/15. City staff will work with Main Street Iowa to discuss downtown betterment and funding opportunities.

Expand Sustainability Efforts – The City Council has incorporated a task into the FY 14/15 Sustainability Coordinator contract to research what other communities are doing to consider environmental impacts in policies. The City has retained a consultant to develop to 2040 Long Range Transportation Plan. The planning process will incorporate all modes of travel and will identify interconnections that will integrate energy efficiency into the planning process. These potential interconnections will include discussion of a greenbelt trail system, also at the Council's request. City staff will soon be evaluating options for parking standards that improve storm water management.

Address Housing Needs – The City Council has committed to explore ways to encourage all types of housing, increase availability of affordable housing, and to evaluate codes to determine if changes would improve the existing housing stock. The Council has also established an objective to explore creation of tenant and landlord services.

Strengthen Human Services – Several reports have been provided to the City Council regarding this topic, including information regarding accountability in ASSET, the Story County Community Health Needs Assessment, and youth master plans. The City Council will use this information to determine the best course to work with other stakeholders to improve human services.

Promote Economic Development – The City Council goals include objectives to review the City's economic development policy, pursue the industrial park, develop a brand communication plan, and support ISU's technology transfer efforts. Funds have already been appropriated for consultants to help comprehensively examine the Land Use Policy Plan. A substantial increase in new development in Campustown was helped in part by a TIF agreement between the City Council and a developer, and use of the City's existing Urban Revitalization tax abatement.

CITY COUNCIL

Highlights, continued:

The City Council has also worked with ISU to annex and develop an additional 200 acres for the ISU Research Park, bringing technology, industry, and jobs to Ames.

The City partnered with a variety of organizations and volunteers to coordinate the City's sesquicentennial celebration in 2014. Activities, which took place throughout the year, showcased the history of the community and included several projects that will leave a legacy for generations to come.

The figures below represent the comparison of the levies among the 11 largest cities in Iowa:

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Total Levy/1,000 Ames	\$10.72	\$10.86	\$10.86	
High	\$18.21	\$17.75	\$17.95	
Low	\$10.72	\$10.86	\$10.86	
Average	\$14.67	\$14.84	\$14.87	
Ames' rank	11 of 11	11 of 11	11 of 11	
 Taxable Valuation/Capita Ames	 \$37,986	 \$39,447	 \$39,911	
High	\$66,433	\$69,312	\$70,891	
Low	\$28,035	\$27,509	\$27,481	
Average	\$40,105	\$41,469	\$42,038	
Ames' rank	6 of 11	6 of 11	6 of 11	
 Total Levy/Capita Ames	 \$407.21	 \$428.39	 \$433.25	
High	\$800.53	\$835.20	\$854.24	
Low	\$394.41	\$415.48	\$430.44	
Average	\$579.43	\$603.16	\$610.57	
Ames' rank	10 of 11	10 of 11	10 of 11	

CITY COUNCIL SPECIAL ALLOCATIONS

This program summarizes the miscellaneous requests from outside groups for City funding.

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	-	-	-	-	
Contractual	159,901	169,500	170,529	138,800	-18.1%
Commodities	953	0	3,700	3,700	
Capital	-	-	-	-	
Total Expenditures	160,854	169,500	174,229	142,500	-15.9%
Funding Sources:					
General Fund	-	-	-	-	
Local Option Sales Tax	135,322	144,500	149,229	117,500	-18.7%
Water Utility Fund	6,383	6,250	6,250	6,250	0.0%
Sewer Utility Fund	6,383	6,250	6,250	6,250	0.0%
Electric Utility Fund	6,383	6,250	6,250	6,250	0.0%
Resource Recovery	6,383	6,250	6,250	6,250	0.0%
Total Funding Sources	160,854	169,500	174,229	142,500	-15.9%
Project Detail:					
Sustainability Coordinator	25,532	25,000	25,000	25,000	0.0%
Ames 150 Steering Committee	20,000	11,500	11,500	-	
Ames Partner City Association	2,370	5,000	7,429	5,000	0.0%
Ames Historical Society	28,827	24,000	24,000	24,000	0.0%
Main Street Cultural District	32,000	39,000	39,000	32,000	-18.0%
Hunziker Youth Sports Complex	26,000	26,000	26,000	26,000	0.0%
VEISHEA Pancakes	-	8,000	8,000	-	-100.0%
Campustown Action Association	25,000	25,000	25,000	25,000	0.0%
Homecoming Pancakes	-	1,000	1,000	1,000	0.0%
AHRC/FACES Celebration	953	5,000	4,500	4,500	-10.0%
Historic Preservation Commission	172	-	2,800	-	
Total	160,854	169,500	174,229	142,500	-15.9%

CITY COUNCIL CONTINGENCY

The City Council Contingency Fund accounts for those funds designated by the City Council to be considered as contingency and are allocated within the General Fund. Through the careful use of the contingency funds, the City Council has been able to respond to needs and opportunities which were not foreseen at the time of budget preparation.

In prior years, the contingency fund has been increased in the adjusted budget by an additional \$50,000. In the 2014/15 adjusted budget, however, no additional amount was added because no commitments from prior years are outstanding, and the level of current commitments is very low.

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	-	-	-	-	
Contractual	17,653	50,000	50,000	50,000	0.0%
Commodities	7,500	-	-	-	
Capital	-	-	-	-	
Total Expenditures	25,153	50,000	50,000	50,000	0.0%
Funding Sources:					
General Fund	25,153	50,000	50,000	50,000	0.0%
Total Funding Sources	25,153	50,000	50,000	50,000	0.0%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	



CITY CLERK

This activity records and maintains proceedings of the City Council, Zoning Board of Adjustment, and Civil Service Commission. This activity also prepares agendas, takes minutes, publishes proceedings and claims, certifies legal assessments, issues cemetery deeds and various licenses, maintains the City's official documents, and provides public information and notification on various items.

Service Objectives:

- ✓ Coordinates the preparation of City Council, Civil Service, and Zoning Board of Adjustment agenda packets and ensures compliance with Open Meetings Law
- ✓ Supervises the City's Records Management Program and assists other departments in implementing system
- ✓ Provides administrative support to the Mayor and City Council, attends all official meetings, and ensures minutes and adopted measures are available within three working days of the meeting
- ✓ Provides admin support, training, and pertinent materials to 116 citizens serving on 18 City boards and commissions, including facilitation of the Mayor and Council's appointment process
- ✓ Ensures the proper posting, filing, publication, and processing of official City notices and documents
- ✓ Serves as Deputy Commissioner of Elections and provides Notary Public services
- ✓ Provides courteous and proficient retrieval of requested documents and information for internal and external customers
- ✓ Provides City Council agendas, minutes, and packet materials to the public in an electronic format
- ✓ Processes permit and license applications within 24 hours of receipt
- ✓ Researches new technologies to improve the storing and retrieving of City records
- ✓ Maintains a central filing system for official City records

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	266,952	277,442	265,276	270,616	-2.5%
Contractual	97,849	62,045	66,247	84,730	36.6%
Commodities	3,064	1,700	2,650	1,950	14.7%
Capital	-	-	15,000	-	
Total Expenditures	367,865	341,187	349,173	357,296	4.7%
Funding Sources:					
Beer & Liquor Licenses	71,764	70,000	70,000	70,000	0.0%
Cigarette Permits	4,550	4,500	4,500	4,500	0.0%
Garbage Hauler Licenses	3,200	3,200	3,200	3,200	0.0%
Zoning Appeal Fees	1,725	800	1,000	1,000	25.0%
Miscellaneous Permits/Fees	3,404	3,500	3,600	3,600	2.9%
General Fund	203,961	192,548	197,038	203,536	5.7%
Hotel/Motel Tax Fund	13,745	-	-	-	
Water Utility Fund	16,379	16,660	17,459	17,865	7.2%
Sewer Utility Fund	16,379	16,660	17,459	17,865	7.2%
Electric Utility Fund	32,758	33,319	34,917	35,730	7.2%
Total Funding Sources	367,865	341,187	349,173	357,296	4.7%
Personnel - Authorized FTE	3.00	3.00	3.00	3.00	

CITY CLERK

Highlights:

A total of 524 permits/licenses were issued in 15 categories during FY 2013/14. Liquor Licenses and/or Beer Permits accounted for 191, which was three fewer than last year. There were 68 new licenses, which included 44 temporary (5-day or transfers). Revenue from alcohol licensing remained static.

Temporary Obstruction Permits (TOPs) equated to 71. No fee is charged for TOPs, but the applicant is required to provide proof of liability coverage and name the City as an additional insured. Staff also tracks an average of 225 insurance certificates and 51 Letters of Credit to ensure that the City is protected against claims. Other free-of-charge services provided during FY 13/14 included 8 Banner Permits and 289 notarizations and/or certifications.

The City Clerk/Records Manager is responsible for responding to City-wide public records requests that are not of a routine nature. In calendar year 2014, 33 requests were received. Under Chapter 22, Code of Iowa, the City is allowed to charge the requesting party for the employees' time (based on salary without benefits) and materials necessary to fulfill the request. Due to the expense, oftentimes the requestor does not want to pay the fee; therefore, no longer wants the records after the research has been done. In 2014, expenses incurred totaled \$5,612.29 with only \$87.50 being collected.

The usage rate of the Files Management System (FMS) reveals that over 1,350 searches are performed per month. Phase IV of the System is 60% complete, which is the conversion of the City's official records to electronic format. It is estimated that there were nearly 60,000 official documents in 10,300 files to be scanned and indexed. The multi-step conversion work is being done in-house by staff and a part-time temporary employee working six hours/week rather than an outside vendor, saving approximately \$700 annually. In January/February, four Departments were authorized to electronically access all City records housed in the City Clerk's records vault.

Staff created and distributed agenda materials and recorded minutes for 52 City Council meetings, 11 Civil Service meetings, and 11 Zoning Board of Adjustment meetings during FY 2013/14.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
% of City Council minutes published within timeframe prescribed by <u>Code of Iowa</u>	100%	100%	100%	100%
Efficiency and Effectiveness:				
# of meetings reported	84	80	74	75
# of legal notices processed	233	230	226	230
# of resolutions finalized	603	600	722	650
# of documents recorded	89	100	116	100
# of licenses/permits processed	539	525	524	525
# of cemetery deeds issued	74	60	55	55
# of election petitions accepted	0	11	0	6

CITY MANAGER

It is the responsibility of the City Manager's Office to provide the overall administrative direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to ensure that City operations are conducted economically, efficiently, and effectively, and that City Council and citizen concerns are addressed. The City Manager champions *Excellence Through People*, the mindset and values that guide employee service throughout the organization. This office also develops recommendations to the City Council for changes in programs, operations, and policies. In addition, the City Manager's office presents, reviews, and monitors the annual operating budget and Capital Improvements Plan program for the City. The office personnel also staff a number of City boards and commissions ranging from external public advisory bodies to internal employee committees, and represent the City as a member of the union contract negotiating teams. The office personnel also work with the City Council on community development issues and with Iowa State University on joint concerns.

Service Objectives:

- ✓ Provide comprehensive vision and leadership for the City organization so that desires and needs of the community and City Council goals are met
- ✓ Prepare and provide to the City Council a fiscally responsible budget to finance City operations in support of community desires and City Council goals
- ✓ Oversee and support City departments as they provide the best possible services to the community at the lowest possible cost
- ✓ Represent the City in relationships with other state federal, and local organizations
- ✓ Provide complete and objective information and recommendations to City Council
- ✓ Implement policies as directed by the City Council
- ✓ Respond to public requests and inquiries in a courteous and timely manner

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	628,239	627,113	644,255	669,683	6.8%
Contractual	52,349	51,498	54,108	53,255	3.4%
Commodities	12,434	13,420	13,179	12,055	-10.2%
Capital	-	-	-	-	
Total Expenditures	693,022	692,031	711,542	734,993	6.2%
Funding Sources:					
General Fund	399,427	399,107	407,003	420,417	5.3%
Water Utility Fund	71,341	71,178	74,000	76,439	7.4%
Sewer Utility Fund	71,341	71,178	74,000	76,439	7.4%
Electric Utility Fund	150,913	150,568	156,539	161,698	7.4%
Total Funding Sources	693,022	692,031	711,542	734,993	6.2%
Personnel - Authorized FTE	4.53	4.53	4.53	4.53	

CITY MANAGER

Highlights:

For FY 2014/15, the portion of the salaries charged to the Electric Utility was maintained at 22% for the City Manager’s office, based on time spent on various projects. These projects included conversion of the Power Plant to natural gas and other large capital projects. This level of support will continue for FY 2015/16.

The City Manager’s Office is also involved in several major projects for water and wastewater. Due to this involvement, the Executive Management Program is supported 10.4% by the Water Fund and 10.4% by the Wastewater Fund. These projects include the construction of the new water plant, transfer of rural water territory into the City of Ames, transitioning to the new Advanced Metering Infrastructure system for water metering, significant capital infrastructure improvements to the WPC Facility as a result of the FY 12/13 facility evaluation study, and implementation of an ordinance to decrease introduction of fats, oils, and greases into the wastewater stream.

As always, a major emphasis of this office is the facilitation of the accomplishment of Council goals and staffing various Council-appointed boards and commissions. For FY 2015/16, 10% of the City Manager’s salary will continue to be charged to the Economic Development program to reflect work spent on development proposals and possible prospects. Work has included coordination of the ISU Research Park expansion, annexation and development of industrial land east of I-35, and redevelopment of properties in the Campustown area.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of Council referrals to staff	71	100	130	100
% Referred to:				
City Manager’s Office	20%	15%	7%	20
Planning and Housing	34%	39%	48%	35
Public Works	25%	18%	22%	20
All other City departments	21%	28%	22%	25
# Union contracts negotiated	2	3	0	5
Efficiency and Effectiveness:				
Survey rating for quality of City services:				
Good	64%	56%	57%	57
Very good	32%	42%	40%	42

FINANCE ADMINISTRATION AND BUDGET

The purpose of the Finance Administration and Budget activity is to provide overall financial management and analysis for the City of Ames. The activity provides direct supervision of Accounting and Reporting, Utility Customer Service, Information Services, Communications Services, Purchasing Services, and Debt Service activities and provides financial advice and direction to all City departments.

Service Objectives:

- ✓ Coordinate the preparation of the City's Annual Operating and Capital Budgets
- ✓ Provide accurate financial information on a timely basis
- ✓ Maintain the City's excellent credit rating (Moody's – Aa1)
- ✓ Coordinate the issuance of City debt and monitor debt capacity
- ✓ Maintain the City's Program Performance Budget as a decision making tool
- ✓ Maintain fund accountability for all City funds
- ✓ Submit and receive the GFOA Distinguished Budget Presentation Award and continually improve the Budget document
- ✓ Audit and monitor all P-Card transactions for compliance with procedures and policies
- ✓ Monitor revenues and expenditures as approved by the City Council

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	307,695	315,121	325,756	322,028	2.2%
Contractual	32,131	36,501	37,207	38,092	4.4%
Commodities	869	1,375	1,715	1,458	6.0%
Capital	-	-	-	-	
Total Expenditures	340,695	352,997	364,678	361,578	2.4%
Funding Sources:					
General Fund	68,140	70,599	72,936	72,316	2.4%
Police/Fire 411	3,407	3,530	3,647	3,616	2.4%
Water Utility Fund	51,104	52,950	54,702	54,237	2.4%
Sewer Utility Fund	51,104	52,950	54,702	54,237	2.4%
Electric Utility Fund	143,091	148,259	153,163	151,861	2.4%
Parking Fun	3,407	3,530	3,647	3,616	2.4%
Resource Recovery	13,628	14,119	14,587	14,463	2.4%
Fleet Services	6,814	7,060	7,294	7,232	2.4%
Total Funding Sources	340,695	352,997	364,678	361,578	2.4%
Personnel - Authorized FTE	2.84	2.84	2.84	2.84	

FINANCE ADMINISTRATION AND BUDGET

Highlights:

- The City received the Government Finance Officers Association (GFOA) certificate of excellence for both financial reporting and the budget document.
- Provided financial analysis for the natural gas delivery to the electric plant.
- The Aa1 bond rating from Moody's Investor Services for general obligation bond issues was maintained.
- Completed closeout of the Federal Emergency Management Agency (FEMA), Iowa Homeland Security, and City departments for 2010 storm and flood related disaster assistance grants.
- The increase in FY 2012/13 General Obligation Bonds is related to the early issuance of bonds for the Library addition and remodeling and the refunding of outstanding bond issues; outstanding General Obligation bonds remain stable after that.
- Continued process to improve efficiency and effectiveness of budget process

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Bonded Indebtedness:				
General Obligation Bonds	\$70,385,000	\$62,260,000	\$64,110,000	\$64,366,000
Revenue Bonds	0			
 Years Received GFOA Distinguished Budget Presentation Award	 26	 27	 28	 29
 Efficiency and Effectiveness:				
Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	Moody's Aaa	Moody's Aa1	Moody's Aa1	Moody's Aa1
 Budget book rating of "outstanding" by at least 1 of 3 GFOA reviewers in the 31 categories for distinguished budget presentation	 21/31	 20/31	 21/31	 22/31
 General Fund actual expenses as a percent of the adopted budget	 96.7%	 96.0%	 100%	 100%
 General Fund actual revenues as a percent of the adopted budget	 97.2%	 99.2%	 100%	 100%
 Financial documents posted on website within one day of completion	 6/6	 6/6	 6/6	 6/6

ACCOUNTING AND REPORTING

The purpose of the Accounting and Reporting activity is to provide processing and reporting of all financial transactions for the City of Ames. The activity also provides financial controls and treasury management for departments to help ensure proper stewardship of public funds. The activity provides services that support management decisions through timely and accurate processing and reporting of payroll, accounts payable, accounts receivable, and cash transactions. Treasury management function provides investment and cash management services within the parameters set by the City of Ames Investment Policy and the Code of Iowa. The goals of this activity are to provide timely and accurate financial processing and reporting and to maintain proper controls over financial assets in an efficient manner.

Service Objectives:

- ✓ Process payments for goods and services, and pay all vendors timely and accurately, taking advantage of any discounts offered
- ✓ Process and distribute payroll for all City employees timely and accurately; file quarterly and annual payroll tax returns and W-2 forms timely and accurately
- ✓ Collect, protect, and manage the City's cash assets in accordance with applicable policies; provide for a reasonable rate of return
- ✓ Process invoices to bill outside customers for parking spaces, building permits, rental housing, and other services
- ✓ Monitor the City's debt and ensure that all principal and interest payments are paid timely and accurately
- ✓ Receive unmodified opinions on the City's annual audited financial statements and on compliance with requirements described in OMB Circular A-133 relating to the spending of Federal funds
- ✓ Prepare a Comprehensive Annual Financial Report in conformance with GAAP that meets the requirements of the Government Finance Officers Association excellence in financial reporting program

	2013/14	2014/15	2014/15	2015/16	% Change From
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	667,498	702,744	708,776	733,266	4.3%
Contractual	279,543	296,859	289,998	292,132	-1.6%
Commodities	4,200	4,800	4,800	5,100	6.3%
Capital	-	-	-	-	
Total Expenditures	951,241	1,004,403	1,003,574	1,030,498	2.6%
Accounting expenditures reflected directly in other programs	(67,500)	(71,836)	(71,786)	(73,734)	2.6%
Net Expenditures	883,741	932,567	931,788	956,764	2.6%
Funding Sources:					
General Fund	302,152	319,971	319,604	328,312	2.6%
Road Use Tax	10,994	11,568	11,571	11,885	2.7%
Police/Fire 411	9,080	9,630	9,674	9,983	3.7%
Special Assessments	4,629	4,854	4,845	4,967	2.3%
G.O. Bonds	2,400	2,400	2,400	2,400	0.0%
Water Utility Fund	68,267	71,984	71,934	73,859	2.6%
Sewer Utility Fund	46,674	49,330	49,341	50,714	2.8%
Electric Utility Fund	262,513	276,638	276,475	283,886	2.6%
Parking Fund	19,025	20,088	20,071	20,610	2.6%
Resource Recovery	116,611	122,491	122,281	125,386	2.4%
Fleet Services	41,396	43,613	43,592	44,762	2.6%
Total Funding Sources	883,741	932,567	931,788	956,764	2.6%
Personnel - Authorized FTE	9.00	9.00	9.00	9.00	

ACCOUNTING AND REPORTING

Highlights:

The City received the Government Finance Officers Association (GFOA) certificate of excellence for financial reporting.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
Percent of payments to vendors within seven days of appropriate internal approval	100%	100%	100%	100%
Percent of accurate payroll reports filed on a timely basis	98%	100%	100%	100%
Unqualified audit opinion received	Yes	Yes	Yes	Yes
Comprehensive Annual Financial Report submitted to GFOA on a timely basis	Yes	Yes	Yes	Yes
Percentage of bond payments paid accurately and timely	100%	100%	100%	100%
Quarterly investment reports provided to City Council	4	4	4	4
Efficiency and Effectiveness:				
Average monthly accounts payable checks issued to vendors	1,298	1,289	1,290	1,290
Average monthly electronic payments to vendors	50	30	35	40
Average monthly payroll checks issued	191	184	180	175
Percent of employees using direct deposit	88%	90%	91%	92%
Number of W-2 forms issued	1,262	1,259	1,260	1,260
Audit findings noted	0	0	0	0
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received	35	36	37	38
Average value of investment portfolio	\$113,778,091	\$115,713,685	\$107,000,000	\$100,000,000
Average rate of return on investments	0.57%	0.60%	0.55%	0.70%
Annual bond rating	Aaa	Aa1	Aa1	Aa1

PURCHASING SERVICES

The services provided by the Purchasing activity include purchase and contract processing and administration assistance, purchase card program administration, office supply management, centralized document processing and decentralized copier administration, and mail processing and messenger services.

Service Objectives:

- ✓ Provide timely and cost-effective procurement of goods and services meeting the needs of various City programs in compliance with applicable laws, regulations, policies, and professional standards
- ✓ Recommend policies and procedures that comply with applicable laws and regulations, protect the interests of the City, and enable City programs to provide cost-effective services to the public
- ✓ Maintain standardized bidding documents complying with applicable laws, regulations, and policies and protecting the interests of the City
- ✓ Provide reliable, timely, and cost-effective distribution and pickup of interoffice mail and parcels
- ✓ Provide an environment of fair and open competition in which to conduct business with the City
- ✓ Provide efficient and accountable program for travel expenses and small purchases
- ✓ Provide frequent training and distribution of information to City customers, vendors, and other stakeholders regarding applicable laws, regulations, and policies
- ✓ Provide quality, timely, and economical printing and copy services to City programs and to agencies eligible for City funding
- ✓ Provide cost-effective document design and management to City programs
- ✓ Provide timely and cost-effective management of incoming and outgoing US mail

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	522,576	540,984	555,244	574,893	6.3%
Contractual	75,171	96,954	91,927	97,605	0.7%
Commodities	15,792	26,260	23,090	25,110	-4.4%
Capital	13,398	-	12,000	-	
Total Expenditures	626,937	664,198	682,261	697,608	5.0%
Purchasing expenditures reflected directly in other programs	(203,767)	(230,418)	(230,522)	(241,214)	4.7%
Net Expenditures	423,170	433,780	451,739	456,394	5.2%
Funding Sources:					
Outside Printing Services	2,190	2,335	2,200	2,300	-1.5%
Outside Messenger Service	1,841	1,932	2,039	2,124	9.9%
Miscellaneous Revenue	11	-	-	-	
General Fund	38,257	30,810	29,735	26,071	-15.4%
Road Use Tax	11,649	13,294	12,941	12,532	-5.7%
Street Construction	10,637	11,791	-	-	-100.0%
G.O. Bonds	49,838	56,305	78,238	83,043	47.5%
Water Utility Fund	25,454	29,100	33,037	34,635	19.0%
Sewer Utility Fund	12,120	13,749	14,208	14,269	3.8%
Electric Utility Fund	249,265	249,265	249,265	249,265	0.0%
Parking Fund	462	518	467	432	-16.6%
Resource Recovery	18,436	21,292	27,107	29,726	39.6%
Fleet Services	3,010	3,389	2,502	1,997	-41.1%
Total Funding Sources	423,170	433,780	451,739	456,394	5.2%
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	

PURCHASING SERVICES

Highlights:

Purchasing services:

- Large bid projects and contracts were successfully concluded in FY 2013/14.
- Six new term contracts were added in FY 2013/14 to provide more economic and efficient means of procuring goods and services.
- Twelve training sessions were developed and presented by Purchasing Division staff in FY 2013/14 to improve administration of the City Council approved purchasing policies.
- The division obtained the fully certified agency accreditation and the Sterling Award from Universal Public Purchasing Certification Council (UPPCC) for three consecutive years.

Printing services:

- Plan and design a consolidated Print Shop footprint in the basement as part of the City Hall Renovation Phase 2 project
- Expanded design services with the addition of Adobe InDesign software producing a higher quality product.
- Color printing is approximately 14% of shop sales.
- The Print Shop offers a variety of document services. The number of orders requesting services as well as print-only or material-only has increased to 66% of Print Shop orders.

Messenger services:

- A contract was negotiated with the presort mail services provider resulting in \$.0055/piece savings from the previous contract.
- The average cost of an outgoing U.S. Mail piece in FY 2013/14 exclusive of Library parcels but including all other U.S. Mail was \$.524.

FY 2014/15 goals that are in progress include:

- As part of the new City web site, posting of bids and proposals will be enhanced to include bid documents, planholder lists, bid results, and automated bidder registration.
- Revise purchasing policies as needed.
- Update the postage machine in the mailroom.

FY 2015/16 goals include:

- Evaluate electronic document imaging and management systems for possible implementation.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Print Shop number of impressions	1,036,550	862,391	860,000	850,000
Volume of bids	\$40,779,365	\$24,143,61	\$20,000,000	\$20,000,000
Volume of p-card transactions	\$946,152	\$980,177	\$970,000	\$980,000
Volume of purchase orders	\$71,947,540	\$48,038,733	\$40,000,000	\$40,000,000
Pieces of outgoing U.S. Mail	170,621	155,731	150,000	140,000
Efficiency and Effectiveness:				
Printing orders that include assembly and/or bindery services	35%	66%	35%	33%
Average cost/impression-black (includes costs of assembly, bindery and materials)	\$.091	\$.076	\$.081	\$.081
Average cost/impression – color	\$.25	\$.25	\$.25	\$.25
Savings on bids	21%	36%	30%	30%
Annual/term contracts	124	130	131	132
Outgoing U.S. mail sent via discount	91%	89%	86%	86%
Savings realized by discounted mailing Programs	\$15,499	\$16,614	\$12,000	\$12,000

PUBLIC RELATIONS

The goal of this program is to promote a positive identity for the City of Ames, to provide information about local government, and to promote City programs and services for citizen and media use. Information is channeled directly through Cable TV 12, City Side (the utility bill insert), the City of Ames website, social media, and through press releases to commercial radio, television, and newspaper. In addition, publications, flyers, signs, events, and presentations are used to educate the public.

Within the City organization, the Public Relations Officer serves as a liaison for departments with a monthly newsletter and by assisting both with Mayor/Council events and special City-wide and departmental events.

Service Objectives:

- ✓ Produce monthly newsletters for internal and external audiences
- ✓ Serve as primary media contact and source of information for media inquiries
- ✓ Work with departments/divisions to produce custom publications
- ✓ Monitor and update City of Ames website, and multiple social media pages
- ✓ Produce press releases
- ✓ Coordinate advertising purchase and placement for several City departments
- ✓ Oversee government access television programming
- ✓ Produce annual Resident Satisfaction Survey with assistance from Iowa State University
- ✓ **Support Utilities in marketing and promoting programs in support of the City Council's Sustainability efforts**
- ✓ **Facilitate the quarterly Brag Team meeting with local communications leaders and work toward City Council's goal of developing a "brand communications plan."**
- ✓ Coordinate events such as Fourth of July, Boards and Commission Luncheon, Council Night at the Bandshell, WelcomeFest and Eco Fair

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	124,529	128,344	132,407	139,271	8.5%
Contractual	39,747	44,499	245,588	45,329	1.9%
Commodities	586	1,100	1,100	850	-22.7%
Capital	-	-	-	-	
Total Expenditures	164,862	173,943	379,095	185,450	6.6%
Funding Sources:					
General Fund	82,432	86,972	289,547	92,725	6.6%
Water Utility Fund	16,486	17,394	17,910	18,545	6.6%
Sewer Utility Fund	16,486	17,394	17,910	18,545	6.6%
Electric Utility Fund	32,972	34,789	35,818	37,090	6.6%
Resource Recovery	16,486	17,394	17,910	18,545	6.6%
Total Funding Sources	164,862	173,943	379,095	185,450	6.6%
Personnel - Authorized FTE	1.15	1.15	1.15	1.15	

PUBLIC RELATIONS

Highlights:

The Public Relations Office kicked off the organization-wide Public Relations Team this year with a focus on improving brand consistency. With the introduction of a new shared logo and tagline two years ago, the new look has been phased in to use up existing products and supplies. For the first time ever, the Public Relations Office has a Visual Standards Guide, which is being updated regularly to reflect new additions and logo usage. Additionally, the “Branding Team,” a sub-committee of the Public Relations Team, is actively focusing on brand consistency. When inconsistency is discovered, the team provides education and assistance.

Developing a brand communications plan, as identified under the goal of “Promote Economic Development,” looks beyond traditional local government promotions and explores marketing Ames to a wider population. Building off the foundation of the community visioning process of 2011, the goal of community branding would be to establish a positive, differentiated, emotional response about Ames. Effective city branding would encourage feelings of enthusiasm, advocacy, and loyalty for those living, working, visiting, or considering relocation. A total of \$200,000 has been added to the Public Relations Adjusted 2014/15 budget in support of this branding effort.

The Public Relations Office:

- Provided marketing support to the Ames 150 sesquicentennial celebration
- Kicked off the citywide Public Relations teams and began meeting with subcommittees
- Developed a Public Relations Strategic Plan
- Identified five Public Relations cross-departmental sub-teams with the City of Ames and began establishing regular meetings
- In partnership with Print Shop/graphics, began enforcing brand standards for overall organization brand consistency
- Began working with Print Shop/graphics for newsletter/publications/advertising redesign work
- Worked in conjunction with Information Technology to begin data collection for a website redesign

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
# of media releases distributed	170	176	135	150
# of City-assisted community events	5	5	5	5
# of marketing campaigns developed	4	4	4	4

Efficiency and Effectiveness:

**Of those who use them, usefulness of news sources for learning about the City of Ames (3 = very useful; 2 = somewhat useful; 1 = not useful)

ISU Daily	2.0	2.2	2.1	2.1
Ames Tribune	2.2	2.4	2.3	2.2
KASI/KCCQ Radio	2.3	2.3	2.2	2.2
Des Moines Register	2.0	2.2	2.0	2.0
City Side	2.3	2.4	2.3	2.3
Channel 12	2.1	2.1	2.1	2.1
City of Ames website	2.4	2.5	2.4	2.5
The Sun	2.0	2.0	2.0	2.0
KHOI	-	-	2.1	2.1

** Data provided from the 2014 Resident Satisfaction Survey.

LONG-RANGE PLANNING

This activity involves the preparation, coordination, presentation, and implementation of advanced planning activities that typically extend beyond any one fiscal year, or that pertain to the development of the Land Use Policy Plan and any amendments thereof. Examples of these planning activities include: 1) Land Use Policy Plan; 2) major ordinance changes and proposals, including rezonings; 3) neighborhood planning studies; 4) Downtown and other commercial planning studies; and 5) other special planning studies assigned by the City Council and the City Manager. In this capacity, the Department of Planning and Housing serves as a staff and technical resource to the Planning and Zoning Commission and the Historic Preservation Commission, and serves as liaison between the commissions and the Ames City Council.

Service Objectives:

- ✓ Coordinate implementation of all types of adopted long-range plans
- ✓ Provide data for long-range planning decisions
- ✓ Respond to community needs for analysis and policies for long-range land use
- ✓ Encourage meaningful and timely community input
- ✓ Assess and update adopted policies and plans against projected need as directed by City Council
- ✓ Coordinate long-range planning policies and regulations with other jurisdictions and agencies
- ✓ Revisit City Code, policies, and procedures with a goal to streamline current procedures and policies for development
- ✓ Explore new trends and innovative means of achieving long-range planning objectives
- ✓ Neighborhood planning

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	133,580	163,329	157,194	120,680	-26.1%
Contractual	27,150	32,753	439,138	72,628	121.7%
Commodities	3,436	2,100	2,550	2,100	0.0%
Capital	-	-	-		
Total Expenditures	164,166	198,182	598,882	195,408	-1.4%
Funding Sources:					
General Fund	164,166	198,182	581,225	195,408	-1.4%
Hotel/Motel Tax	-	-	17,657	-	
Total Funding Sources	164,166	198,182	598,882	195,408	-1.4%
Personnel - Authorized FTE	1.74	1.74	1.00	1.00	

LONG-RANGE PLANNING

Highlights:

In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. In Long Range Planning, this support staff restructuring resulted in a reduction to personal services of 26.1%, but an increase to contractual charges of \$45,444.

2014/15

The 2014/15 adjusted budget includes \$248,000 in carryover funds from 2013/14 and an additional \$150,000 to be used for outside consulting and the hiring of a part-time temporary planner to assist in completing major Council projects. These funds will be used to:

- Begin the phased effort to update the **Land Use Policy Plan** (COUNCIL GOAL)
- Begin a **Lincoln Way Corridor Study** for land use and transportation planning (COUNCIL GOAL)
- Develop an **East Industrial Area** conceptual plan

Other 2014/15 projects include:

- Initiate text amendment for **sidewalk and street improvements** with new development site plan reviews
- Develop two **Campustown Façade** grant pilot projects. (COUNCIL GOAL)
- Continue work on new **Innovation District zoning** for the **Research Park**.
- Initiate **Ames Urban Fringe Plan Amendments**, annexation, and planning of the new **East Industrial Area** (COUNCIL GOAL)

2015/16

- Continue work on the **LUPP Update** (COUNCIL GOAL)
- Complete the **Lincoln Way Corridor Plan** (COUNCIL GOAL)
- Continue work on **East Industrial Planning** (COUNCIL GOAL)
- Complete code amendment review process for **city-wide landscaping standards**
- Finalize **Campustown Façade Program**. (COUNCIL GOAL)

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
LUPP amendments completed (both map and text amendments)	4	2	3	3
Rezoning completed	3	5	7	5
Zoning text amendments completed	4	8	6	7
Annexations completed	0	2	2	3
City Council Referrals*	NA	20	14	10
City Council Referrals Completed	NA	17	14	8

Efficiency and Effectiveness:

Indicated processing time is the average number of calendar days to process citizen-initiated proposal from date of submitting a complete application to date of Council’s first reading. This excludes calendar days while waiting for applicant’s response.

	Average Number of Days to Process			
Citizen-initiated rezonings	50	61	65	65
Citizen-initiated LUPP map and/or text changes	0	45	75	75
Citizen-initiated zoning text changes	75	54	70	70

**Referrals are Council directives and may include memorandums, staff reports, text amendments, workshops, and LUPP changes.*

CURRENT PLANNING

The Department of Planning and Housing serves as a staff and technical resource to the customer, Planning and Zoning Commission, Zoning Board of Adjustment, and the Historic Preservation Commission. The department serves as liaison between the commissions and the Ames City Council. Staff analyzes and makes recommendations on subdivisions, planned developments, and site development plans. This occurs in conjunction with the City's Development Review Committee process. Staff advises the City Council and City Manager on planning and development matters and provides technical assistance to the Zoning Board of Adjustment and other City boards and commissions.

Service Objectives:

- ✓ Continue to provide reliable, high quality service to both internal and external customers
- ✓ Promote Ames as a welcoming place to do business by embracing a "can do" attitude.
- ✓ Help applicants accomplish their development goals consistent with City development policies
- ✓ Coordinate development review with other City departments and outside agencies
- ✓ Implement development regulations as adopted by City Council and State of Iowa
- ✓ Ensure compliance with adopted laws and policies
- ✓ Provide an efficient and fair process for applicants
- ✓ Encourage meaningful and timely community input
- ✓ Process applications in a timely, thorough and accurate manner
- ✓ Look for ways to improve processes and regulations to better meet objectives
- ✓ Provide timely and accurate responses to public inquiries
- ✓ Review impact of past planning and development codes, policies and procedures to identify possible areas for improvement

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	440,254	481,960	435,209	444,435	-7.8%
Contractual	32,623	43,444	73,082	87,177	100.7%
Commodities	2,175	1,000	1,340	1,000	0.0%
Capital	-	-	18,000	-	
Total Expenditures	475,052	526,404	527,631	532,612	1.2%
Funding Sources:					
General Fund	458,026	509,604	508,631	513,612	0.8%
Development Review Fees	15,925	15,000	18,000	18,000	20.0%
Map/Document Sales	1,101	1,800	1,000	1,000	-44.4%
Total Funding Sources	475,052	526,404	527,631	532,612	1.2%
Personnel - Authorized FTE	4.74	4.74	4.00	4.00	

CURRENT PLANNING

Highlights:

In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. In Current Planning, this support staff restructuring resulted in a reduction to personal services of 5.9%, but an increase of \$45,444 to contractual charges.

2014/15

- Development applications are up over **20% in last two years**.
- The budget includes a decrease of \$9,100 dollars as a result of eliminating the planning intern position. The Department will retain the Neighborhood Planner Intern and combine duties with planning activities.
- Review rezoning and subdivision requests for the **Northern Growth Area**.
- Identify **Zoning Code and Subdivision Code** text amendments needed for appropriate standards and clear implementation.

2015/16

- Project a continued high level of current planning development applications due to economic conditions and development inquiries.
- **Incorporate the new Ener-Gov License Module** for project routing and tracking.
- Continue **transition of archived** Planning files into the **File Management System (FMS)**.

Service Accomplishments (process completions):	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Preliminary plat	6	4	7	5
Final plat	10	13	10	10
Plat of survey	11	22	20	15
Certificate of Appropriateness	4	8	8	8
Major site development plan/master plan	2	3	4	4
Minor site development plan	35	43	40	40
Permitted home occupation	5	7	6	6
Zoning Board of Adjustment cases	23	26	20	20
Flood plain permits	23	16	25	20
Façade grants		46	2	4
Total	120	147	145	135

Efficiency and Effectiveness:

The following statistics indicate the average number of calendar days to review/process the complete applications, excluding the days while waiting for the applicant’s response.

	Number of Days to Process			
Preliminary plat	107 ⁽¹⁾	56	50	55
Final plat	22	25	20	20
Plat of survey	31	29	30	30
Certificate of Appropriateness	7	17	15	15
Major site development plan/master plan	56	48	55	60
Minor site development plan	31	30	25	25
Permitted home occupation	4	5	3	3
Zoning Board of Adjustment cases	30	26	25	25
Flood plain permits	6	6	8	8

⁽¹⁾ This figure reflects two projects, one of which had been active off and on since 2010 while waiting for revisions and attempting to address critical storm water conveyance easement issues.

ADMINISTRATIVE SERVICES

The Planning & Housing, Public Works and Fire departments have combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining clerical staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one-stop-shop” for these services.

Service Objectives:

- ✓ Provide administrative support to the Planning & Housing, Public Works and Fire departments
- ✓ Provide reliable high quality service and external and internal customer support for the Planning & Housing, Public Works and Fire departments
- ✓ Provide support for associated Boards, Commissions, and the AAMPO Technical Committee (generating agendas, minutes and packet materials and updates on website)
- ✓ Schedule building, electrical, mechanical, plumbing and rental housing inspections
- ✓ Process permits for building construction projects
- ✓ Process letters of compliance for rental dwellings
- ✓ Distribute DRC and other planning applications for review and processing
- ✓ Distribute plans and specifications (and track plan holders) for Public Works Capital Improvements Plan construction projects
- ✓ Assist with meter hood rentals, parking waivers, and block party requests
- ✓ Manage reserved parking contracts for reservable spaces within municipal parking lots
- ✓ Issue sidewalk repair notices

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	-	-	391,402	489,853	
Contractual	-	-	13,672	14,884	
Commodities	-	-	200	200	
Capital	-	-	-	-	
Total Expenditures	-	-	405,274	504,937	
Support services reflected directly in other programs:					
Fire Admin/Support	-	-	40,527	50,494	
Building Safety	-	-	134,956	168,144	
City-Wide Housing	-	-	8,105	10,099	
Long-Range Planning	-	-	36,475	45,444	
Current Planning	-	-	36,475	45,444	
Public Works Admin	-	-	148,736	185,312	
Net Expenditures	-	-	-	-	
Personnel - Authorized FTE	0.00	0.00	6.50	6.50	

ADMINISTRATIVE SERVICES

Highlights:

In July of 2014, the support staffs for the Fire, Public Works, and Planning and Housing Departments were combined into a new Administrative Services Program to provide clerical support to all three departments. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal change.

An Administrative Services Coordinator was hired in September 2014 to lead the combined Administrative Services Program staff.

Staff implemented a revised Reserved Parking Contract on January 1, 2014, for all current and future renters, which will eliminate past due accounts and write-offs.

Beginning in 2014/15 the implementation of a new software program called EnerGov is projected to streamline processes within the Administrative Services program. EnerGov is specifically designed to automate and centrally connect critical processes, including land use planning and project review, regulatory management, inspections, code enforcement, and more.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Board and Commissions and AAMPO Technical Committee meetings staffed	42	37	30	30
Building and trade inspections scheduled	7,803	8,564	10,193	9,000
Building and trade permits processed	3,777	4,020	4,584	3,950
Rental housing inspections scheduled	834	1,076	1,200	1,200
Rental housing Letters of Compliance processed	800	1,075	1,200	1,200
Development Review Committee (DRC) cases distributed	119	145	134	140
Planning additional cases (Final plats, Flood Plain Development Permits, Permitted Home Occupations, ZBA, etc.) distributed	85	83	96	90
Plans and specifications for capital improvements plan construction projects distributed	30	18	35	30
Sidewalk repair notices issued	30	25	25	25
Block Party Trailer reservations processed	22	19	21	21
Meter hood rentals processed	35	30	30	30
Parking waivers processed	30	44	50	55

LEGAL SERVICES

The mission of the City Attorney's Office is to provide the highest quality legal services to the City at the lowest possible cost to the taxpayers; to provide sound and objective legal advice and representation to City officials and staff, Mary Greeley Medical Center and all other City departments; to earn and keep the respect and trust of those for whom and with whom the office works; and to act in accordance with the highest ethical and professional standards.

Service Objectives:

- ✓ Advise Council, staff, boards and commissions on legal and policy matters
- ✓ Supervise, assist with and monitor all legal work performed by outside counsel
- ✓ Incorporate advances in technology to enhance legal services in a timely and efficient manner
- ✓ Provide legal advice and support at all meetings of City Council and at meetings of boards and commissions as needed
- ✓ Draft ordinances and amendments, and publish Municipal Code
- ✓ Draft and review contracts, real estate, and other legal documents
- ✓ Litigate in District and Appellate Courts claims by and against the City
- ✓ Respond to public inquiries regarding City Code and regulatory matters
- ✓ Collect unpaid bills and fines through negotiation and settlement or litigation as needed
- ✓ Advise and represent Mary Greeley Medical Center in contract, employment, collection, and regulatory matters
- ✓ Represent the City in all administrative and arbitration claims, including labor and employment, inspections, housing, licensing, animal control, and other administrative matters
- ✓ Prosecute all criminal complaints, traffic tickets, code enforcement violations, parking appeals, and other municipal infractions in courts of law as necessary
- ✓ Provide legal advice, support and representation to the City Assessor in assessment matters before regulatory boards and in courts of law.

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	541,525	557,595	563,683	582,364	4.4%
Contractual	54,160	62,889	65,220	70,850	12.7%
Commodities	7,305	2,363	6,896	2,460	4.1%
Capital	-	-	-	-	
Total Expenditures	602,990	622,847	635,799	655,674	5.3%
Legal Services expenditures reflected directly in other programs	(8,533)	(12,769)	(12,957)	(13,230)	3.6%
Net Expenditures	594,457	610,078	622,842	642,444	5.3%
Funding Sources:					
Mary Greeley Medical Center	5,461	13,750	13,750	13,750	0.0%
Municipal Infractions	22,048	22,000	22,000	22,000	0.0%
Ames City Assessor	10,000	10,000	10,000	10,000	0.0%
Other Legal Services	3,644	4,000	4,000	4,000	0.0%
Miscellaneous Revenue	1,129	200	200	200	0.0%
General Fund	297,189	298,402	305,935	316,885	6.2%
Water Utility Fund	56,883	58,461	59,715	61,536	5.3%
Sewer Utility Fund	56,883	58,461	59,715	61,536	5.3%
Electric Utility Fund	89,876	92,369	94,349	97,227	5.3%
Parking Fund	36,554	37,235	37,652	39,311	5.6%
Resource Recovery	14,790	15,200	15,526	15,999	5.3%
Total Funding Sources	594,457	610,078	622,842	642,444	5.3%
Personnel - Authorized FTE	5.95	5.95	5.95	5.95	

LEGAL SERVICES

Highlights:

Public Improvement Projects

- Library –asbestos complaint, issues with self-checkout stations, furniture
- MGMC facilities - expansion, water main damage, water line elevation correction
- Electric - conversion to natural gas, 161kV line easements
- New water plant – easements, contracts
- Resource Recovery – gasification project

Major Planning Projects

- School properties – Breckenridge LUPP and rezoning, master development agreement
- ISU Research Park Expansion – annexation, water buy-outs, Xenia ISU territory rights
- Northern annexation – Grant Ave. connection districts and construction easements, voluntary annexation, rezoning and master plan for Quarry Estates
- Woodview Drive – extension of water main and sanitary sewer

Other Major Tasks

- Represented the City in civil litigation matters and supervised outside counsel. Montgomery, Golchin, Comstock, Duvall, Breckenridge, Brock, Lumry, NDA Farms/Veasman, Mary Greeley (CHUBB), IA League of Cities vs. EPA.
- Public Records requests including Mary Greeley response to murder trial subpoena requesting medical records
- Cy Statue project – obstruction permits, encroachment permit agreements
- VEISHEA – riots, property damage
- HR matters – unemployment appeal, whistle blower claim against discharge, and worker's compensation claim
- Lap dance ordinance – prosecution of case and subsequent appeal
- Preparation and review of 39 ordinances; including overhaul of Ch. 22 (vending), Ch.31 (Historic Preservation), Ch. 9 (flood plain), amendment to Ch. 27 to implement Emerald Ash Borer Response Plan, and new Fats, Oils and Grease Wastewater Rate Structure.
- Property tax assessment appeals. In 2013, 13 appeals were filed and in 2014, 13 appeals were filed. Currently, there are appeals pending on 9 individual parcels, valued at \$9,674,000 (3 residential properties, 5 commercial properties and 1 cooperative).

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Legal matters opened	1,020	1,196	1,062	1,062
Documents created/reviewed	16,172	21,002	19,092	19,092
Other events and legal services requiring review	7,341	8,193	8,394	8,394
 Efficiency and Effectiveness:				
# of matters closed	1,620	1,068	1,288	1,288

HUMAN RESOURCES

Human Resources provides a full range of services in support of all City departments and the Civil Service Commission. These services include recruitment and selection, classification, wage and salary administration, affirmative action, employee training and development, and research and development of policy issues. The department's goal is to provide a comprehensive program which will further the contribution made by employees to assist the City in attaining its objectives.

Service Objectives:

- ✓ Assume the leadership role for sustaining a values oriented organization and maximizing the potential of our greatest asset – our employees
- ✓ Monitor compliance with state and federal laws and City policy with regard to human resources related issues
- ✓ Maintain a database of current labor market information and perform classification and compensation studies to maintain pay equity and external competitiveness
- ✓ Provide employees and managers with training tools and resources to enhance individual and team performance as a means of achieving our Excellence Through People organizational culture
- ✓ Attract and retain qualified employees through the use of progressive recruitment techniques and competitive compensation and benefit systems
- ✓ Strive to maintain strong relations through collaborative negotiations, contract interpretation and resolution of grievances at the lowest possible level

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	412,251	448,758	478,513	495,045	10.3%
Contractual	108,507	134,695	138,469	134,754	0.0%
Commodities	9,695	7,400	8,100	8,500	14.9%
Capital	-	-	-	-	
Total Expenditures	530,453	590,853	625,082	638,299	8.0%
Human Resources reflected directly in other programs	(95,930)	(106,767)	(117,718)	(121,022)	13.4%
Net Expenditures	434,523	484,086	507,364	517,277	6.9%
Funding Sources:					
General Fund	240,005	267,597	284,901	288,575	7.8%
Road Use Tax	30,314	33,738	31,603	32,489	-3.7%
Water Utility Fund	29,146	32,438	29,740	30,575	-5.7%
Sewer Utility Fund	25,536	28,420	32,100	33,000	16.1%
Electric Utility Fund	88,127	98,082	102,073	104,936	7.0%
Parking Fund	5,150	5,731	6,085	6,255	9.1%
Storm Sewer Utility Fund	1,805	2,009	4,160	4,277	112.9%
Resource Recovery	14,440	16,071	16,702	17,170	6.8%
Total Funding Sources	434,523	484,086	507,364	517,277	6.9%
Personnel - Authorized FTE	4.42	4.42	4.60	4.60	

HUMAN RESOURCES

Highlights:

Fiscal Year 2013/2014 held many accomplishments for the Human Resources Department. There were many successful recruitments conducted that included several high-profile positions such as Fleet Director, Assistant Director of Water and Pollution, Police Officer, Fire Lieutenant, Environmental Engineer, and Health Promotions Coordinator.

The Employee Development Center moved its strategic direction to holding fewer courses of high quality, presented by professional outside vendors. New training opportunities include: Power Teams, The 5 Dysfunctions of a Team, Civility in the Workplace and Taking Action: A Proactive Approach to Change. Work was started on a comprehensive temporary employment project. In addition, the department assisted in the settlement of voluntary agreements with three labor unions.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
# of hours of leadership and management development training offered	105	44	35	40
Attendance at formal training programs offered through Employee Development Center	1,213	64%	70%	75%
# of recruitments (open and promotional)	57	41	50	50
# of applications (open and promotional)	3,930	2,028	2,200	2,200
# of external hires (full and part-time)	76	42	17	42
# of internal promotions	32	12	12	12
Efficiency and Effectiveness:				
% of City employees that rated sponsored training programs as above average or better	87%	89.75%	90%	90%
% of diverse (protected class) applicants based on total applications received	13.5%	12.6%	15%	15%

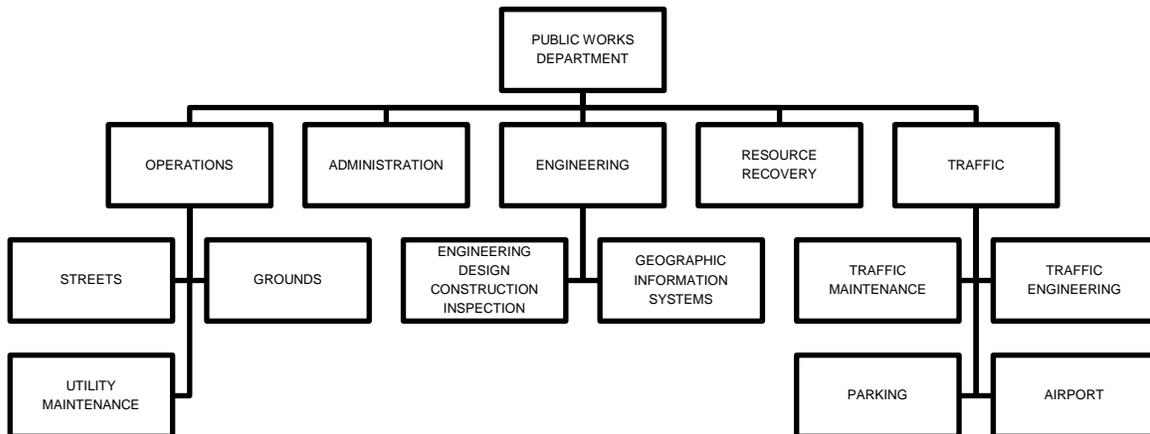
PUBLIC WORKS ADMINISTRATION

This activity is responsible for the overall coordination and support of all Public Works' operational activities and capital projects.

Service Objectives:

- ✓ Oversee and coordinate the activities of five Public Works divisions (Engineering, Traffic, Operations, Resource Recovery, and Administration)
- ✓ Provide management direction and administrative support to Public Works employees
- ✓ Provide oversight and guidance for the Public Works portion of the Capital Improvements Plan

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	335,243	343,827	223,938	230,773	-32.9%
Contractual	28,360	30,412	175,431	214,869	606.5%
Commodities	6,273	3,300	3,300	3,300	0.0%
Capital	2,612	-	-		
Total Expenditures	372,488	377,539	402,669	448,942	18.9%
Funding Sources:					
General Fund	2,285	200	-	-	-100.0%
Road Use Tax	92,550	94,863	100,668	112,235	18.3%
Water Utility	92,551	94,158	100,667	112,236	19.2%
Sewer Utility	92,551	94,159	100,667	112,236	19.2%
Resource Recovery	92,551	94,159	100,667	112,235	19.2%
Total Funding Sources	372,488	377,539	402,669	448,942	18.9%
Personnel - Authorized FTE	3.00	3.00	1.50	1.50	



PUBLIC WORKS ADMINISTRATION

Highlights:

In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. In Public Works Administration, this support staff restructuring resulted in a reduction to personal services of 32.9% and an increase to contractual charges of \$185,312.

Public Works Administration continues to financially support myriad opportunities (Eco Fair, etc.) for **public education** on important issues in the Public Works field.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Number of projects with reimbursements from grants and other outside sources	14	7	13	4
Dollars received as reimbursements for project costs	\$2,632,450	\$2,557,242	\$4,319,784	\$4,519,000
# of departmental FTEs	75.0	75.0	75.0	75.0
Efficiency and Effectiveness:				
Administrative cost per employee	\$4,713	\$4,096	\$5,369	\$5,993
Administrative costs as a percent of operations	3.0%	3.1%	3.2%	3.5%

PUBLIC WORKS ENGINEERING

Public Works Engineering (Engineering) provides technical designs and construction inspection to ensure reliability and quality control for capital improvement projects. Engineering also provides design review/acceptance and inspection services on subdivision public infrastructure construction. Engineering is also involved in the long-range planning of projects to ensure development of streets, water distribution, sanitary sewer and storm sewer systems to meet current and future needs of the community. Another function of Engineering is to maintain records for public infrastructure, including an electronic Geographic Information System (GIS) of this infrastructure.

Service Objectives:

- ✓ Plan, design, and implement public infrastructure projects including water main, sanitary sewers, storm sewer, drainage improvements, and streets pavement improvements
- ✓ Provide a high level of communication to the public throughout all stages of projects; coordinate meetings and citizen advisory committee as necessary
- ✓ Prepare certified engineering plans and specifications and administer bid process for capital improvement plan construction projects
- ✓ Develop and maintain city-wide GIS, coordinate with Mapping & Policy Support (MAPS) for base map information, and provide GIS support and training to user departments
- ✓ Supervise construction of all authorized public improvement projects
- ✓ Review plans and plats for consideration of public and private improvements
- ✓ Review and enforce stormwater management plans and ordinances including Illicit Discharge, Construction Site Erosion and Sediment Control and Post-Construction Stormwater Management
- ✓ Employ interns and co-ops for design, inspection, and GIS projects
- ✓ Provide technical support to the Ames Area Metropolitan Planning Organization
- ✓ Maintain as-built drawings and archive records of public infrastructure construction
- ✓ Manage the City of Ames NPDES/Municipal Separate Storm Sewer System (MS4) permit

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	1,300,485	1,384,431	1,327,946	1,565,006	13.0%
Contractual	237,529	288,851	326,820	241,921	-16.3%
Commodities	20,131	30,325	34,900	30,425	0.3%
Capital	-	23,800	41,750	10,000	-58.0%
Total Expenditures	1,558,145	1,727,407	1,731,416	1,847,352	6.9%
Engineering reflected directly in another program or CIP project	(880,603)	(900,000)	(926,000)	(1,029,144)	14.4%
Net Expenditures	677,542	827,407	805,416	818,208	-1.1%
Funding Sources:					
Charges for Services	17,973	15,000	15,000	15,000	
Road Use Tax	79,213	90,586	65,900	77,021	-15.0%
Water Utility Fund	160,907	216,283	200,140	194,107	-10.3%
Sewer Utility Fund	151,428	186,317	198,589	187,172	0.5%
Electric Utility Fund	23,874	23,833	25,125	24,711	3.7%
Storm Sewer Utility Fund	244,147	295,388	300,662	320,197	8.4%
Total Funding Sources	677,542	827,407	805,416	818,208	-1.1%
Personnel - Authorized FTE	13.00	13.00	13.00	14.75	

PUBLIC WORKS ENGINEERING

Highlights:

Public Works Engineering improves Ames neighborhoods by building today, engineering for tomorrow, and by learning from yesterday. Engineering staff has primary responsibility for design and construction of roadway, shared use path, watermain, sanitary sewer, and drainage capital improvements. Engineering time is charged to CIP projects as a reduction in operating expenses to the program. As the Ames community progresses and infrastructure ages, the projects and time associated with each project involving Engineering, Operations, and Traffic staff have grown exponentially. Currently, all projects that cannot be handled by the one design technician are contracted out. **In FY 15/16 an additional FTE (design technician) is included in the budget to expand in-house design capabilities, allowing projects to be completed more quickly and at a lower cost. The salary for this new position is covered entirely by CIP project budgets.**

To enhance the public's knowledge and gather information related to project areas, the Engineering Division holds **project informational meetings** about CIP projects. For some larger projects, **virtual project meetings** are hosted where citizens can watch the video yet provide feedback before design completion. This feedback ranges from special access needs to desired changes to pavement alignment or drainage. Construction notices are delivered to residents/businesses.

Through the City of Ames **Smart Watershed** program, staff continues to reach out and respond to citizen requests for additional storm water related information such as phosphorus-free fertilizers, picking up pet waste, and properly disposing of trash (in partnership with the Smart Trash program). To further improve storm water, the City offers **Cost Share Programs** for Rain Barrels, Rain Gardens, Soil Quality Restoration, Native Landscaping, and Tree Plantings. In partnership with other departments and organizations, the next **annual EcoFair is planned for April 4, 2015**. At the event, Public Works Engineering focuses on current initiatives to improve watershed runoff and outreach about upcoming construction projects. The EcoFair is an open house where citizens learn how to make a difference on their property and community-wide.

In April 2014, a new **Post-Construction Stormwater Management Ordinance** was adopted by City Council. In addition to water quantity (flood) control that is part of land development, the new ordinance also requires water quality runoff to be treated using practices such as vegetated swales, bioretention areas, rain gardens, native landscape, and riparian buffers. Preservation of natural resources is also considered as part of the new ordinance.

Since 2007 there has been one FTE (Storm Water Specialist) devoted to administering the MS4 (Municipal Separate Storm Sewer System) permit issued by the EPA, aided by a part-time consultant. Their responsibilities include: plan review, field inspections, education/outreach, coordination with other environmental groups, monitoring chemical applications on public properties, and monitoring/meeting MS4 permit activities. **Because of the growing community and increased demands of the MS4 permit, additional staff time is needed to comply with the MS4 permit. Therefore, the FY 2015/16 budget includes a new 3/4 FTE for a Storm Water Specialist. The incremental cost of this position is \$23,400 since the consultant expenses will be eliminated.**

Staff time associated with administering the MS4 permit has not been covered by the permit fees, as originally hoped. **The FY 15/16 budget includes minimal permit fee increases to better cover these costs. In addition, two new permits are being introduced, the subdivision stormwater plan review (\$450) and the grading plan review (\$250).** The grading permit will enable developers to advance construction activities, while complying with the MS4 (Municipal Separate Storm Sewer System) permit. Even with these fee increases, the projected expenses for administering the MS4 permit will exceed revenues by \$74,800. This difference is covered from the Storm Water Utility Fund.

PUBLIC WORKS ENGINEERING

Highlights, continued:

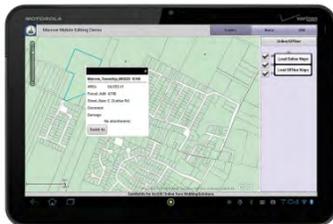


Photo 1: Pervious concrete on Gilchrist Street to improve water quality in S. Skunk River basin.

To show that water quality is also important at City of Ames facilities, funding for **water quality projects** have been pursued through grant opportunities. The City of Ames has received funding to install water quality practices on the City Hall complex, which will include soil quality restoration, native landscape, bioretention areas, and permeable pavement. The City Hall complex is located within the Squaw Creek and South Skunk River Basins.

The Engineering Division continues to expand the availability of **Geographic Information System (GIS)** within the organization and to the public. The trend will continue as GIS data, applications and services increasingly move to a web and mobile based platforms. The Engineering Division provides GIS support to all Public Works Divisions as well as departments across the City.

capabilities and will enable first responders to quickly perform damage assessments in the field using a mobile GIS application. This information will be available immediately for aggregation by commanders in the EOC, providing a valuable common operational picture allowing the organization to focus resources and respond more effectively. Additionally, the information can be easily quantified and used for post-event submittals and reports to FEMA.



GIS Staff will be working to refine and make permanent an **Operations Dashboard for use in the Emergency Operations Center**. This application expands existing capabilities and will enable first responders to quickly perform damage assessments in the field using a mobile GIS application. This information will be available immediately for aggregation by commanders in the EOC, providing a valuable common operational picture allowing the organization to focus resources and respond more effectively. Additionally, the information can be easily quantified and used for post-event submittals and reports to FEMA.



Public Works Engineering will undertake a mapping project to **accurately map water and storm sewer** features using survey grade GPS. Current utility locations have been mapped from a compilation of as-built records. While a great first step, as-built documents do not provide the most current and accurate information. This information is critical to our Operations and Engineering divisions as they strive to maintain a growing system.

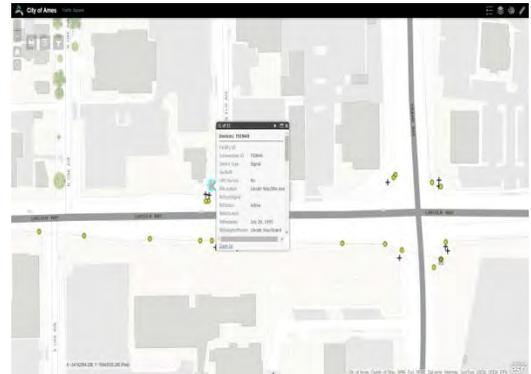
Cemetery mapping is continuing as staff works to complete the City's cemetery GIS. The system will be used by Cemetery Operations staff to better manage lot sales and burials. Additionally the information will be available to the public through web and mobile applications enabling customers to view headstones online and use their smart phones to find burial sites in the cemetery.



PUBLIC WORKS ENGINEERING

Highlights, continued:

GIS Staff will continue working with Public Works Traffic staff to build a **traffic signal GIS** application. This includes scanned documents, cabinet diagrams and loop locations. The information will be managed and made available to field staff using the City's custom built GIS mobile application. When complete, the system will eliminate the need for staff to carry paper schematic drawings in the field. Additionally signal maintenance will be easily recorded and queried in the field.



Easement and utility service information is commonly requested through the Engineering division. In an effort to improve customer service GIS staff will work to create a **publicly accessible easement portal**. The website will give users access to a web map where easement information can be easily searched and viewed. Legal documents will be attached to each easement and available for download.

	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Service Accomplishments:				
# of CIP projects inspected/administered	22	18	20	28
# of subdivision public infrastructure projects inspected	6	7	9	7
# of construction site erosion and sediment control site inspections	369	430	400	400
# of plans and specifications prepared for capital improvements plan projects	30	18	35	30
Efficiency and Effectiveness:				
Projects bid under engineer's estimate	82%	60%	75%	75%
Projects bid over 10% of engineer's estimate	13%	20%	10%	10%
Projects completed within 10% of original bid	82%	89%	94%	85%
Projects completed on time	95%	94%	78%	90%
% of completed as-builts records	91%	100%	100%	95%

FACILITIES

The purpose of this activity is to establish and provide facility maintenance services for City Hall, the Maintenance Facility (on Edison Street), and the Carpenter Shop located east of the Water Plant. Some minor maintenance or facility consultation services may also be provided by staff on other City facilities. Most of the maintenance is currently provided under contract by specialized vendors. This program is intended to maintain each facility to appropriate regulations, to provide City employees with a productive work environment, and to create and maintain an attractive City Hall that represents our community.

Service Objectives:

- ✓ Maintain an attractive City Hall facility (grounds and exterior of City Hall)
- ✓ Provide limited maintenance activities to other City buildings
- ✓ Maintain efficient equipment (motors, pumps, generators, boiler, etc.) at City Hall
- ✓ Maintain the Ames Veterans' Memorial
- ✓ Provide quality janitorial services
- ✓ Coordinate and manage special projects
- ✓ **Establish baseline carbon footprint data and track City progress against Council goal to reduce CO₂ output by 15% by 2014**
- ✓ **Create strategic plan outlining goals and action steps for the City of Ames government to reduce carbon emissions**

	2013/14	2014/15	2014/15	2015/16	% Change
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Personal Services	127,047	150,402	134,111	143,857	-4.4%
Contractual	333,695	362,127	373,183	385,023	6.3%
Commodities	48,710	28,700	27,700	27,700	-3.5%
Capital	2,156	-	37,500	-	
Total Expenditures	511,608	541,229	572,494	556,580	2.8%
Facilities expenditures reflected directly in other programs					
	-	(5,420)	-	(15,031)	
Net Expenditures	511,608	535,809	572,494	541,549	1.1%
Funding Sources:					
City Assessor	14,097	14,770	14,206	15,031	1.8%
General Fund	301,049	294,279	330,181	294,629	0.1%
Road Use Tax	23,777	24,912	25,070	26,525	6.5%
Police/Fire 411	303	317	-	-	-100.0%
Water Utility Fund	19,614	20,550	20,891	22,104	7.6%
Sewer Utility Fund	14,637	15,335	16,713	17,683	15.3%
Electric Utility Fund	36,226	37,955	41,783	44,209	16.5%
Parking Fund	11,136	11,668	2,507	2,653	-77.3%
Resource Recovery	1,795	1,881	4,178	4,421	135.0%
Fleet Services	88,974	114,142	116,965	114,294	0.1%
Total Funding Sources	511,608	535,809	572,494	541,549	1.1%
Personnel - Authorized FTE	1.43	1.43	1.43	1.43	

FACILITIES

Highlights:

This budget mainly provides for the routine operating and maintenance expenses of two facilities, City Hall (including parking, grounds and the Veterans Memorial) and the Maintenance Facility (including associated parking lots). Managerial and maintenance staff for these facilities also provide assistance and support for other areas including the airport terminal, hangars, runway lighting, parks maintenance buildings, fire stations, library, animal shelter, and public art.

City Hall and the Veterans Memorial (76,000 sq. ft. without gym and auditorium) - 515 Clark Avenue

- City Hall is the administrative center for City operations and for the community. It is used daily, including evenings and weekends by City staff, City Council, and numerous local civic organizations.
- In FY 2014/15 and FY 2015/16, an ongoing effort is to improve the appearance inside and out by updating wall finishes and repairing worn and damaged surfaces.
- Phase two of the remodeling project has begun. This phase will remodel the basement and Police Administration area.
- The utilities budget for gas and electric is projected to decrease 2% in FY 2014/15 due in part to a colder winter in 2013/14. Utilities are projected to be relatively flat in FY 2015/16.

Maintenance Facility (34,000 sq. ft.) – 2207 Edison Street

- This facility is used by Fleet Services, Public Works, Police, Fire, CyRide, Electric, and Story County (for off-site record storage) and is the only maintenance center for this purpose.
- The emphasis on this facility for FY 2014/15 will be to maintain it status quo, including some painting and signage updates.
- The utility budget for this facility is estimated to increase 8% from FY 2013/14.
- The replacement of the 26-year-old roof on this facility began with Phase I which was finished in FY 2014/15. Phase II is scheduled for FY 2015/16 with the final Phase III scheduled for FY 2016/17.

Service Accomplishments:	2012/13 Actual	2013/14 Actual	2014/15 Adjusted	2015/16 Projected
Maintenance Cost Per Square Foot:				
City Hall – Excluding Community Center	\$5.42	\$4.15	\$3.93	\$5.65
Maintenance Facility	\$3.11	\$2.96	\$3.33	\$3.36

MERIT PAYROLL ADJUSTMENT

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	-	174,111	-	174,971	0.5%
Total Expenditures	-	174,111	-	174,971	0.5%
Funding Sources:					
General Fund	-	101,106	-	100,624	-0.5%
Local Option Sales Tax	-	146	-	152	4.1%
Road Use Tax	-	7,505	-	7,696	2.5%
Comm Dev Block Grant	-	792	-	808	2.0%
Water Utility Fund	-	9,644	-	9,714	0.7%
Sewer Utility Fund	-	9,613	-	9,645	0.3%
Electric Utility Fund	-	24,561	-	25,132	2.3%
Parking Fund	-	1,687	-	1,750	3.7%
Storm Sewer Utility Fund	-	1,649	-	1,684	2.1%
Ames/ISU Ice Arena	-	1,080	-	1,150	6.5%
Homewood Golf Course	-	476	-	785	64.9%
Resource Recovery	-	2,665	-	2,755	3.4%
Fleet Services	-	2,990	-	2,732	-8.6%
Information Technology	-	7,814	-	7,988	2.2%
Risk Insurance	-	986	-	1,023	3.8%
Health Insurance	-	1,397	-	1,333	-4.6%
Total Funding Sources	-	174,111	-	174,971	0.5%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

GENERAL GOVERNMENT CIP

Activity Description:

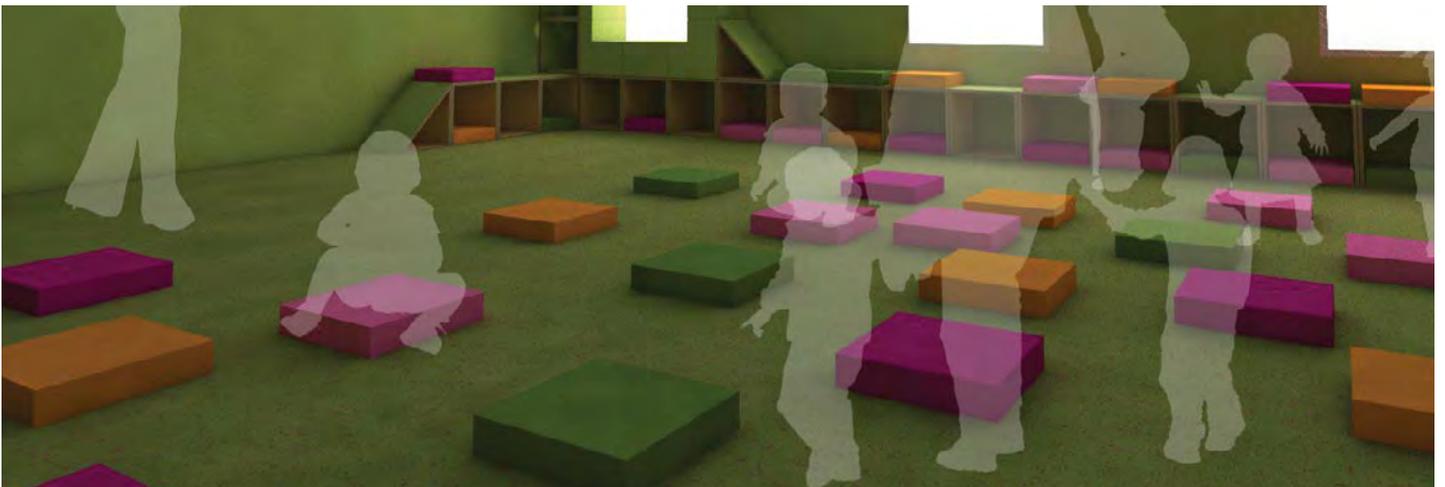
This is a summary of all capital improvements in the General Government division. Details are presented in the Five-Year Capital Improvements Plan for the City of Ames.

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Activities:					
Facilities:					
City Hall Improvements	11,135	50,000	270,346	50,000	
City Hall Space Re-Use	343,571	-	1,116,998	-	
City Hall Roof Replacement	-	-	700,000	-	
City Hall Parking Lot	-	-	500,000	-	
Emergency Operations Center	363,961	-	-	-	
Cool Cities Facility Improvements	18,105	-	70,957	-	
Sub-Total	736,772	50,000	2,658,301	50,000	
Planning:					
Southeast Entryway	9,076	-	-	-	
Total General Government CIP	745,848	50,000	2,658,301	50,000	0.0%



DEBT SERVICE

STORY-TIME ROOM RENDERING



DEBT SERVICE

This program accounts for the payment of principal and interest on bonds issued by the City of Ames. There are two types of bonds that this covers: 1) General Obligation Bonds which are accounted for in the Debt Service Fund and which are full face and an obligation of the City; and 2) Revenue Bonds which are accounted for from the earnings of the enterprise funds.

The City of Ames' debt is managed in accordance with the Capital Improvement Financing and Debt Management policies adopted by the City Council. The City expects to remain well under debt limits set by the Code of Iowa and further limited by City Council reserves. The City's General Obligation bonds currently have the Aa1 from Moody's Investor Services.

All outstanding debt is fully amortized with approximately equal principal and interest payments each year during the term of the bonds.

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Use of Funds:	Actual	Adopted	Adjusted	Requested	
General Obligation Bonds	10,082,600	9,800,973	9,743,158	10,671,238	8.9%
SRF Loan Payments	148,300	-	301,716	1,122,492	
Bond Costs	2,000	-	53,000	-	
Total Expenditures	10,232,900	9,800,973	10,097,874	11,793,730	20.3%
Funding Sources:					
Debt Service Fund	10,082,600	9,800,973	9,743,158	10,671,238	8.9%
Bond Funds	2,000	-	53,000	-	
Water Sinking Fund	-	-	110,856	627,731	
Sewer Sinking Fund	148,300	-	190,860	494,761	
Total Funding Sources	10,232,900	9,800,973	10,097,874	11,793,730	20.3%
Debt Service Principal and Interest Breakdown:					
<u>G.O. Bonds</u>					
Principal	8,125,000	7,743,345	7,845,000	8,483,930	9.6%
Interest	1,957,600	2,057,628	1,898,158	2,187,308	6.3%
Issuance Costs	2,000	-	53,000	-	
Total G.O. Bonds	10,084,600	9,800,973	9,796,158	10,671,238	8.9%
<u>State Revolving Fund Loans</u>					
Principal	128,000	-	131,000	338,261	
Interest	20,300	-	170,716	784,231	
Total SRF Loans	148,300	-	301,716	1,122,492	
Total Debt Service	10,232,900	9,800,973	10,097,874	11,793,730	20.3%

DEBT SERVICE COST ALLOCATION FOR 2015/2016 BUDGET
Valuation \$2,446,786,092

Use of Bond Proceeds	Allocated Debt Service	Debt Service Abatements	Property Tax Support	Rate Per \$1,000 Valuation
Fire Department Apparatus	\$ 59,847	\$ 14,962	\$ 44,885	0.01834
Library	1,208,900	-	1,208,900	0.49408
Ada Hayden Heritage Park	264,675	-	264,675	0.10817
City Hall Improvements	14,309	-	14,309	0.00585
Aquatic Center	944,487	-	944,487	0.38601
Water Projects	394,057	394,057	-	
Sewer Projects	64,791	64,791	-	
Resource Recovery	163,987	163,987	-	
Urban Renewal - TIF	117,960	117,960	-	
Storm Sewer	243,175	-	243,175	0.09939
Streets	5,356,602	-	5,356,602	2.18924
Special Assessments	442,728	442,728	-	
2015/2016 CIP G. O.	1,395,720	590,920	804,800	0.32892
TOTAL G. O. DEBT	10,671,238	1,789,405	8,881,833	3.63000
Less: State Replacement Tax			342,818	0.14011
Use of Fund Balance		-	-	0.00000
TOTAL DEBT SERVICE COST	\$ 10,671,238	\$ 1,789,405	\$ 8,539,015	3.48989
FY 2015/2016 Debt Service Levy			\$ 8,539,015	3.48989
2015/2016 CIP G.O. ISSUE				
Flood Mitigation	\$ 144,000			
West Lincoln Way Improvements	450,000			
Asphalt Street Improvements	1,300,000			
Grand Avenue Extension	280,000			
Concrete Pavement Improvements	1,100,000			
Arterial Street Pavement Improvements	400,000			
Downtown Street Improvements	800,000			
Seal Coat Pavement Improvements	350,000			
Bridge Rehabilitation Program	2,320,000			
Airport Terminal Building	867,000			
<i>Subtotal Tax Supported Bonds</i>	<u>\$ 8,011,000</u>			
East Lincoln Way Sewer Extension	2,000,000	Abated by Sewer Revenue		
ISU Research Park Improvements	2,938,990	Abated by TIF Revenue		
Airport Terminal	943,000	Abated by Airport Revenue		
<i>Subtotal Abated Bonds</i>	<u>\$ 5,881,990</u>			
Total G.O. Bonds	\$ 13,892,990			

CITY OF AMES, IOWA

PROJECTION OF DEBT CAPACITY

	2015/16 PROJECTED	2016/17 PROJECTED	2017/18 PROJECTED	2018/2019 PROJECTED	2019/2020 PROJECTED
1. Total Actual Valuation	3,789,598,226	3,903,286,173	4,020,384,758	4,140,996,301	4,265,226,190
2. State Mandated Debt Limit	189,479,911	195,164,309	201,019,238	207,049,815	213,261,310
3. City Reserve (25% of Limit)	47,369,978	48,791,077	50,254,810	51,762,454	53,315,328
Unreserved Debt Capacity	142,109,933	146,373,232	150,764,428	155,287,361	159,945,982
4. Outstanding Debt	56,605,000	48,885,000	41,310,000	34,075,000	27,710,000
5. Proposed Issues	13,892,990	8,138,600	6,990,000	7,090,000	7,510,000
6. Balance of Proposed Issues	-	13,604,039	20,827,906	26,350,185	31,400,623
Total Debt Subject to Limit	70,497,990	70,627,639	69,127,906	67,515,185	66,620,623
7. Available Unreserved Debt Capacity (\$)	71,611,943	75,745,593	81,636,522	87,772,176	93,325,359
8. Available Unreserved Debt Capacity (%)	50.39%	51.75%	54.15%	56.52%	58.35%
9. Total Debt Capacity (\$)	118,981,921	124,536,670	131,891,332	139,534,630	146,640,687
10. Total Debt Capacity (%)	62.79%	63.81%	65.61%	67.39%	68.76%

Notes:

1. Total assessed valuation plus utility valuation growth assumption is 3.0% per year.
2. State of Iowa statutory debt limit is 5% of total actual valuation.
3. City policy reserves 25% of available debt capacity.
4. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
5. Debt issues subject to limit proposed are part of Capital Improvements Plan.
6. Debt balance on issues in Capital Improvements Plan.
7. Debt capacity available after deducting the reserved capacity.
8. Percentage of debt capacity available after deducting the reserved capacity.
9. Debt capacity available prior to deducting the reserved capacity.
10. Percentage of debt capacity available prior to deducting the reserved capacity.

SUMMARY OF ALL BONDS PAYABLE AT JUNE 30, 2014 FOR THE CITY OF AMES

Bond Type	Date of Issue	Interest Rates	Maturity Date	Amount Originally Issued	Outstanding June 30, 2014
General Obligation Bonds – Governmental Activities:					
Corporate purpose	2006	4.000	2018	\$ 5,285,000	\$ 2,100,000
Corporate purpose	2007	3.75-4.150	2019	9,130,000	4,573,115
Corporate purpose	2008	3.75-4.150	2020	5,855,000	3,310,000
Corporate purpose	2009	2.00-3.500	2021	11,165,000	7,145,000
Corporate purpose	2010	2.00-2.500	2022	6,690,000	4,745,000
Refunding	2011	2.00-3.350	2021	5,980,000	2,150,000
Corporate purpose	2011	1.00-2.400	2023	6,675,000	5,090,000
Corporate purpose	2012	1.50-3.000	2032	11,325,000	9,910,000
Corporate purpose/refunding	2013	2.00-3.125	2032	21,220,000	19,200,000
				\$83,325,000	\$58,223,115
General Obligation Bonds – Business-Type Activities:					
Corporate purpose	2007	2.00-3.35	2021	\$ 500,000	\$ 246,885
Corporate purpose	2008	1.00-2.40	2023	2,500,000	1,435,000
Corporate purpose	2012	1.50-3.00	2024	1,335,000	1,135,000
Corporate purpose	2013	2.00-3.00	2025	1,320,000	1,220,000
				\$ 5,655,000	\$ 4,036,885
TOTAL ALL BONDS				\$ 88,980,000	\$ 62,260,000

SUMMARY OF BONDS PAYABLE – PRINCIPAL & INTEREST AT JUNE 30, 2014 FOR THE CITY OF AMES

As of June 30, 2014, annual debt service requirements of **governmental activities** to maturity are as follows:

General Obligation Bonds		
Year Ending June 30	Principal	Interest
2015	\$ 6,589,829	\$ 1,633,427
2016	6,252,882	1,468,638
2017	6,430,935	1,307,811
2018	6,258,598	1,132,028
2019	5,880,871	951,555
2012 – 2024	17,755,000	2,681,345
2025 – 2029	5,635,000	1,000,150
2030 – 2034	3,420,000	210,600
Total	\$ 58,223,115	\$ 10,385,554

Long-term debt amounts above and below are shown without reference to applicable premiums and unamortized costs.

As of June 30, 2014, annual debt service requirements of **enterprise fund activities** to maturity are as follows:

General Obligation Bonds		
Year Ending June 30	Principal	Interest
2015	\$ 460,171	\$ 129,001
2016	472,118	115,029
2017	494,065	100,599
2018	506,402	84,110
2019	529,129	67,182
2020 – 2024	1,450,000	137,248
2025 – 2029	125,000	3,750
Total	\$ 4,036,885	\$ 636,919
Grand Totals	\$62,260,000	\$11,022,473



INTERNAL SERVICE & TRANSFERS

YOUTH AREA RENDERING



INTERNAL SERVICES AND TRANSFERS

Fleet Services	264
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INTERNAL SERVICES

Program Description:

Internal support services are operations which support other City programs. In contrast to the support services in the General Government Program, these operations are entirely funded by charges made to other City programs. These activities thus represent money which has already been budgeted once within the operating programs and are grouped together to identify “twice budgeted” amounts. The City chooses to budget these amounts as an internal accountability tool, and they are not reported to the State. Fleet Services involves the maintenance and operating costs for City vehicles and other pieces of equipment as well as the acquisition and disposal of that equipment. Information Technology provides support to other City programs for both data processing and communications. Risk Management involves the application of safety-related work practices, along with securing the most economical insurance package for the City. Health Insurance Management includes the coordination of purchased health insurance and other self-insured plans.

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Use of Funds:					
Fleet Services	3,593,491	4,071,485	4,689,221	4,119,760	1.2%
Information Technology	2,154,660	2,201,223	2,659,489	2,237,158	1.6%
Risk Management	2,116,398	2,349,903	2,301,047	2,361,272	0.5%
Health Insurance	7,380,865	7,613,656	7,652,072	8,165,749	7.3%
Total Operations	15,245,414	16,236,267	17,301,829	16,883,939	4.0%
Internal Services CIP	11,667	122,500	134,241	111,000	-9.4%
Total Expenditures	15,257,081	16,358,767	17,436,070	16,994,939	3.9%
 Personnel - Authorized FTE	 20.90	 20.90	 20.72	 20.72	

INTERNAL SERVICES

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	1,946,254	2,057,440	1,999,279	2,090,942	1.6%
Contractual	3,488,574	3,730,763	3,701,956	3,676,386	-1.5%
Commodities	1,161,600	1,207,924	1,277,146	1,292,937	7.0%
Capital	1,549,374	2,039,005	3,025,354	1,981,806	-2.8%
Other	7,099,612	7,201,135	7,298,094	7,841,868	8.9%
Total Operations	15,245,414	16,236,267	17,301,829	16,883,939	4.0%
Internal Services CIP	11,667	122,500	134,241	111,000	-9.4%
Total Expenditures	15,257,081	16,358,767	17,436,070	16,994,939	3.9%
Funding Sources:					
Fleet Services Fund	2,040,599	2,192,135	2,160,810	2,215,103	1.1%
Fleet Replacement Funds	1,552,892	1,879,350	2,528,411	1,904,657	1.4%
Information Technology Fund	1,633,071	1,680,681	1,679,143	1,733,859	3.2%
Computer Replacement Funds	521,589	520,542	980,346	503,299	-3.3%
Risk Insurance Fund	2,116,398	2,349,903	2,301,047	2,361,272	0.5%
Health Insurance Fund	7,380,865	7,613,656	7,652,072	8,165,749	7.3%
Operations Funding	15,245,414	16,236,267	17,301,829	16,883,939	4.0%
Internal Svcs CIP Funding:					
Fleet Services Fund	2,916	30,625	33,561	27,750	-9.4%
Road Use Tax	2,917	30,625	33,560	27,750	-9.4%
Water Utility	2,917	30,625	33,560	27,750	-9.4%
Sewer Utility	2,917	30,625	33,560	27,750	-9.4%
CIP Funding	11,667	122,500	134,241	111,000	-9.4%
Total Funding Sources	15,257,081	16,358,767	17,436,070	16,994,939	3.9%

FLEET SERVICES

The Fleet Services activity provides centralized management and maintenance of the City's fleet. Vehicles and equipment are purchased to match adopted public service tasks and programs. Each unit is replaced as economically as possible without sacrificing quality and reliability. Utilization of equipment between operating departments is considered to maximize the value received from each unit. "Green" vehicles and equipment are purchased whenever feasible.

Fleet maintenance and repairs are planned, scheduled, and completed using the most efficient and cost effective methods available to maintain a high quality and reliable fleet.

Service Objectives:

- ✓ Maintain an overall service satisfaction level of = > 95%
- ✓ Maintain all equipment to OEM Standards
- ✓ Manage expenses to maintain a shop rate = < private sector
- ✓ Monitor work efficiency to maintain billable hours at 7,000 hours
- ✓ Replace 100% of equipment scheduled for each fiscal year
- ✓ Purchase equipment at = < 90% of Manufacturer's Statement of Retail Prices
- ✓ Maintain a fleet with 15% of vehicles considered to be "green"
- ✓ Dispose of vehicles at = > book value

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Expenditures:					
Personal Services	729,227	779,850	755,282	795,426	2.0%
Contractual	492,142	390,035	393,278	400,197	2.6%
Commodities	948,309	1,057,750	1,082,750	1,058,580	0.1%
Capital	1,411,490	1,843,850	2,457,911	1,865,557	1.2%
Other Expenditures	12,323	-	-	-	
Total Expenditures	3,593,491	4,071,485	4,689,221	4,119,760	1.2%
Funding Sources:					
Fleet Services Fund	2,040,599	2,192,135	2,160,810	2,215,103	1.1%
Fleet Reserve Fund	1,552,892	1,879,350	2,528,411	1,904,657	1.4%
Total Program Revenues	3,593,491	4,071,485	4,689,221	4,119,760	1.2%
Personnel - Authorized FTE	8.07	8.07	8.07	8.07	

FLEET SERVICES

Highlights:

Federal emissions regulations from government’s multi-year Tier 4 Program have resulted in price increases for diesel trucks and heavy equipment. Data indicates the increases in the purchase price of diesel trucks over the past five years have been at an average annual price increase of 5%. Changes in technology and upgrades to the fleet have also contributed to cost increases for the City’s diesel truck purchases.

In a constant effort to turn the fleet “green”, when available, vehicles purchased by the City are flex-fueled units that run on E85 or gasohol, a hybrid, an electric unit that runs on rechargeable batteries, LP fueled, or a unit with the most fuel efficient engine.

A revised forecasting model was used for the adjusted FY 2014/15 and FY 2015/16 budgets to provide more accurate fleet replacement values. This new process was implemented to better budget for future increases of equipment over time.

There was no increase in administrative fees (overhead expenses) for FY 2014/15. An increase is projected for FY 2015/16 to offset the loss of Story County Community Life as a Fleet Services customer.

The City’s shop rate will be increased from \$62.70/hour to \$63.96/hour (+2%) and is designed to recover the total cost of all technicians’ salaries and benefits. Parts installed by the City staff are assessed at cost. The average shop rate for 2014 in the private sector is \$99.84/hour plus a 25% - 40% markup on parts.

Fleet Services continues to focus on implementing each manufacturer’s service guidelines. These guidelines are becoming more unique by make and model due to changes in technology and warranty requirements.

Average fuel costs are remaining flat at \$3.30 per gallon for FY 2014/15, and are projected to be flat at \$3.30/gallon for FY 2015/16. Fuel continues to be the largest line item in this budget, at \$697,000, for FY 2015/16.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
City shop rate vs. average private sector shop rate	64%	64%	63%	63%
Billable hours vs. adopted goal	102%	100%	100%	100%
% of replacements completed	72%	91%	92%	100%
(Selected units scheduled for replacement in FY 14/15 received extended life cycles rather than being replaced.)				
Avg % of MSRP* paid	74-80%	74-80%	74-80%	74-80%
Avg % of book value received for retired units sold	=>100%	96%	95%	100%
% of fleet considered to be “green”	14%	15%	15%	16%

* Manufacturer’s Suggested Retail Prices

INFORMATION TECHNOLOGY

The purpose of the Information Technology activity is to provide electronic information and communication systems for internal City of Ames activities to assist in delivery of programs and services to citizens of Ames.

The services provided by the Information Technology activity include network infrastructure support, desktop computer support; and planning, analysis, and implementation of information systems. This activity also includes voice network infrastructure support; WiFi infrastructure support; and phone system planning, analysis, and maintenance.

The shared communication system used by the Ames, Iowa State University, and Story County law enforcement agencies is also reflected in this activity.

Service Objectives:

- ✓ Provide integration, standardization, and security for City data systems
- ✓ Support and maintain a network with at least 99.9% availability
- ✓ Provide 24/7 access to the City's website to ensure access to City government
- ✓ Provide support for users of City information and communication systems
- ✓ Support and enhance four major e-government services including recreation registration, parking ticket payment, utility service inquiries, and streaming video
- ✓ Establish and maintain network and communication systems to allow efficient flow of information
- ✓ Upgrade, maintain, and support over 80 business applications such as financial systems, public safety systems, GIS, permitting systems, Lotus Notes, maintenance, and Web based applications
- ✓ Coordinate future systems development

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	959,542	993,830	987,003	1,027,305	3.4%
Contractual	854,939	873,764	920,347	873,197	-0.1%
Commodities	202,295	138,474	184,696	220,407	59.2%
Capital	137,884	195,155	567,443	116,249	-40.4%
Total Expenditures	2,154,660	2,201,223	2,659,489	2,237,158	1.6%
Funding Sources:					
Information Technology Fund	1,633,071	1,680,681	1,679,143	1,733,859	3.2%
Technology Reserve Fund	521,589	520,542	980,346	503,299	-3.3%
Total Funding Sources	2,154,660	2,201,223	2,659,489	2,237,158	1.6%
Personnel - Authorized FTE	10.00	10.00	10.00	10.00	

INFORMATION TECHNOLOGY

Highlights:

FY 2014/15

- Replace the SunGard Public Sector Finance Power System server
- Upgrade the Vision Internet Content Management System used to maintain the City website.
- Provide the technical support to relocate Police Locker Room and Basement Operations during the City Hall Phase II remodel and assist in implementing the new network and telephone systems
- Add a mobile (BYOD) security policy management and control platform
- Network fiber infrastructure will be expanded to connect Water and Pollution Control, Animal Control, Fire Station #2, and Fire Station #3
- City central network switch will be replaced in preparation for the increased voice and data utilization through the network

FY 2015/16

- Upgrade Enterprise Alert application that directs emergency response personnel to the exact caller location
- Implement conversion to cloud-based email, calendar, and collaboration system

In March 2013, a study of the total network infrastructure to determine the readiness for IP replacement Telephony was completed. This study provided a total network assessment and a plan for network infrastructure improvements. The implementation of the network infrastructure improvements will be completed by the end of FY 2014/15.

As part of the goal to provide cost-effective services, a financial analysis is conducted each year to determine if more cost-effective alternatives are available for cloud-based phone systems. The City network and phone switch continue to be the lowest cost methods to maintain the current service level.

	2012/13	2013/14	2014/15	2015/16
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Lotus Notes collaboration clients	468	468	468	468
PCs/printers supported	443/239	435/238	435/239	435/239
Tablet computers supported	31	48	53	58
Physical/virtual servers supported	28/21	32/34	32/34	32/34
Service requests logged	2,415	2,590	2,599	2,599
Extensions charged to departments	399	399	400	400
Other telephone extensions	215	225	225	225
CenturyLink communication lines	96	96	96	96
 Efficiency and Effectiveness:				
Clients who said our services met their needs	97.2%	94.1%	95.5%	95.5%
Clients who said our support met or exceeded their expectations	95.6%	96.4%	96.3%	96.3%
Personal computer turnover	51/11.5%	104/23.9%	43/9.9%	65/15.0%
Extension charge to departments	\$555	\$555	\$555	\$555
Equivalent outside vendor cost	\$631	\$631	\$631	\$631
Long-distance rate per minute	4.3¢	4.3¢	4.3¢	4.3¢

RISK MANAGEMENT

Risk Management uses a well-developed analytical process to reduce exposures to risk of injury or damage to people or property. Areas of responsibility include workers' compensation, general and professional liability, vehicle and property claims, occupational safety and training, insurance and self-insurance programs, exposure analysis and risk financing.

Service Objectives:

- ✓ Renew the City's property and liability insurance on a cost effective basis and coordinate insurance company loss control efforts with department directors and staff.
- ✓ Manage the City's self-insured workers' compensation claims and post-accident light duty, return-to-work programs efficiently and effectively.
- ✓ Coordinate claims settlements with the City's liability insurance carrier.
- ✓ Direct the City's Safety Program and associated training and compliance activities to reduce the impact of workers compensation claims on the City and its employees.
- ✓ Implement for the City a pre-placement, post-injury physical examination program, designed to hire individuals who are physically able to the physical tasks of the positions.

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	113,810	115,959	128,786	133,215	14.9%
Contractual	1,430,671	1,691,744	1,580,061	1,635,857	-3.3%
Commodities	-	200	200	200	0.0%
Capital	-	-	-	-	
Other Expenditures	571,917	542,000	592,000		9.2%
				592,000	
Total Expenditures	2,116,398	2,349,903	2,301,047	2,361,272	0.5%
Funding Sources:					
Risk Insurance Fund	2,116,398	2,349,903	2,301,047	2,361,272	0.5%
Total Funding Sources	2,116,398	2,349,903	2,301,047	2,361,272	0.5%
Personnel - Authorized FTE	1.18	1.18	1.25	1.25	

RISK MANAGEMENT

Highlights:

The largest items in the Risk Management Budget are property and liability insurance premiums and self-insured workers compensation claims.

Property insurance premiums are budgeted to renew for \$806,000 based on insured values of \$545 million. This compares to the FY 2014/15 premium of \$768,200 on values of \$537 million.

Liability premiums (ICAP General, Auto, Transit, Police and Public Officials) are budgeted to renew for \$495,650 (\$15 million limit) versus FY 2014/15 at \$474,640 for the same coverage.

Self-Insured Workers' Compensation Claims

The average cost per incurred claim increased for active employees, from \$3,374 in FY 2012/13 to \$3,667 in FY 2013/14, but declined to \$2,771 for FY 2014/15 year to date (see table below). A large cost driver continues to be "411" retiree medical claims for Police and Fire, reaching a cumulative amount of \$1,190,574 as of December 2014. This amount increased \$268,800 from FY 2012/13 to FY 2013/14 and \$171,017 from July 1, 2014 to December 2014, slightly less than last six months into FY 2014/15. Incurred Claim dollars and Claim Count provide overall indicators of safety performance that ultimately affect fiscal year claim payments.

Police & Fire "Section 411" Retiree, <u>Incurred</u>	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 YTD
OPEN CLAIM COUNT	7	7	7
Incurred Expenses (cumulative)	\$750,757	\$1,019,557	\$1,190,574
FY increases in incurred amounts		+268,800	+\$171,017

Workers' Compensation Summary (Incurred = Paid and Reserved)

Active Employee Claims, <u>Incurred</u>	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 YTD
ALL Active Employees (annual FY)	\$286,793	\$267,685	\$121,908
CLAIM COUNT (Annual FY) (14/15 YTD)	85	73	44
AVERAGE COST PER INCURRED CLAIM	\$3,374	\$3,667	\$2,771

HEALTH INSURANCE MANAGEMENT

The Health Insurance Management activity accounts for the management of City sponsored employee health programs. This activity includes accumulation of revenue from City, employee, and retiree contributions and payment of medical, dental, and prescription drug claims, excess insurance, claims administration and health and wellness programming.

One of the City's Human Resources Officers is responsible for the administration of the activity, including selection of the third party administrator for the payment of benefits, setting appropriate contribution rates, and financial and regulatory reporting. They also interact with participants in the plan to ensure that benefits are administered correctly. The City's Health Promotion Coordinator is responsible for the health programs and services offered to employees and members on our City insurance plan. This includes developing, implementing and evaluating all health promotion programs and services, facilitating the Health Insurance Advisory Committee, coordinating services with our health plan partners, and collaboratively reviewing health data and future trends with the Human Resources personnel.

Service Objectives:

- ✓ Improve the health status of City employees as measured through biannual health screenings
- ✓ Keep yearly rate increases below 10%
- ✓ Educate and empower the City's workforce to effectively manage and utilize the healthcare system
- ✓ Sustain a culture of excellence through actively engaged employees fostering an enjoyable, stimulating and highly productive work environment

	2013/14	2014/15	2014/15	2015/16	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	143,675	167,801	128,208	134,996	-19.6%
Contractual	710,822	775,220	808,270	767,135	-1.0%
Commodities	10,996	11,500	9,500	13,750	19.6%
Capital	-	-	-	-	
Other Expenditures	6,515,372	6,659,135	6,706,094	7,249,868	8.9%
Total Expenditures	7,380,865	7,613,656	7,652,072	8,165,749	7.3%
Funding Sources:					
Health Insurance Fund	7,380,865	7,613,656	7,652,072	8,165,749	7.3%
Total Funding Sources	7,380,865	7,613,656	7,652,072	8,165,749	7.3%
 Personnel - Authorized FTE	 1.65	 1.65	 1.40	 1.40	

HEALTH INSURANCE MANAGEMENT

Highlights:

Health Insurance

For FY 2014/15, health insurance contributions increased 6%. For FY 2015/16, rates are budgeted to increase approximately 9 percent according to the projected claims increase from Wellmark.

The Health Care Self-Insurance Fund maintains an adequate balance, representing more than three months of claims costs, allowing the City ability to absorb some of the inevitable fluctuations in future health care claims experience.

The City continues to implement a host of programs and services that strengthen its ability to moderate and absorb expected fluctuations. These programs include:

1. Outcomes Medication Therapy Management Services

- These services help our members get the best results possible from their medications through enhanced consumer understanding of medications, increased consumer adherence to medication directions and prevention of drug complications, conflicts and interactions.
- In FY 2014, Outcomes Personal Pharmacists “touched” 106 members, down from 116 in FY 2013. The Actuarial Investment Model (AIM) ROI for FY 2013 was \$1.10:\$1.00; in FY 2014, the Actuarial Investment Model (AIM) ROI was \$1.53:\$1.00. This means the City realized \$1.53 for every dollar spent on the Outcomes Medication Therapy Management Services program.

2. Disease Management Services provided by Wellmark/Healthways

- This program provides personalized nurse support, educational materials and other support services to members diagnosed with asthma, heart failure, coronary artery disease, chronic obstructive pulmonary disease, diabetes, or impact conditions including acid-related stomach disorders and low back pain.
- In 2015/16 the pricing and program structure of disease management will change. Advanced care (as it will now be known) will cover conditions of Diabetes, Asthma, and Coronary Artery Disease. The Conditional Support Program (formerly known as disease management) will continue to address the conditions of Congestive Heart Failure, Chronic Obstructive Pulmonary Disease, and Oncology. The pricing structure will change so that the conditional support disease management conditions will be included in the contract and the advanced care conditions will be offered as buy-up options. Formerly, all conditions in the disease management program were buy-up options. The new structure is projected to save the City of Ames about \$16,000 in 2015/16.

3. Health Insurance Advisory Committee (HIAC)

- HIAC is a highly effective labor-management committee that continues to play a vital role in the communication and understanding of health benefits and employee health for the City.
- Highlights of the 2014/15 year were the unanimous vote of the committee recommending we enter into a pilot Accountable Care Organization (ACO) program with Wellmark and McFarland Clinic for calendar year 2015. The Committee will also be researching high deductible health plan options to see if it is something the City of Ames would like to offer as a health insurance option in 2015/2016.

HEALTH INSURANCE MANAGEMENT

Highlights, continued:

4. Health Plan Partners (HPP) team

- The HPP team meets regularly throughout the year to address health care costs, trends, and educational opportunities. The team is comprised of representatives from Wellmark, Outcomes, and the City of Ames.

5. Health Promotion

- The City of Ames is certified as a Gold Well Workplace by the Wellness Council of America (WelCOA). The City of Ames is the only municipality in the state with this level of designation. We have sustained this level of certification since 2000.
- 90% of eligible employees participated in at least one health promotion program in the 2013/14 Fiscal Year. Research by Dee Edington indicates a relationship between higher participation rates and lowered health care costs.
- The Healthy4Life (H4L) program was created in 2006 to motivate actionable healthy lifestyle behavior change that results in improved health risk status of the participants.
 - 99 successfully completed the program in FY 2013/14 (85.34% completion rate). Of the 116 participants, 114 continued in the program for FY 2014/15 (98% retention rate).
 - Program participants continue to experience significant reductions in health risk while meeting or exceeding national standards for health indicators in cardiovascular health.
- Flu vaccination continues to be a popular service. A total of 349 flu shots were provided through the Health Promotion program during fall 2014.

	2012/13	2013/14	2014/15	2015/16
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Health Benefit Trust ending balance	\$2,605,466	\$2,697,026	\$2,439,252	\$2,325,385
 Efficiency and Effectiveness:				
Health insurance rate increases <i>(calculated based on total City contributions for each fiscal year)</i>	5%	6%	8%	9%

INTERNAL SERVICES CIP

Activity Description:

This is a summary of all capital improvements in the Internal Services division. Details are presented in the Five-Year Capital Improvements Plan for the City of Ames.

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Activities:					
Fleet Services:					
Building Maintenance/Improvements	11,667	122,500	134,241	111,000	
Sub-Total	11,667	122,500	134,241	111,000	
 Total Internal Services CIP	 11,667	 122,500	 134,241	 111,000	 -9.4%

TRANSFERS

This program accounts for the transfer of money between the various City funds. Transfers are shown both as an expense and as a revenue in the respective funds.

	2013/14	2014/15	2014/15	2015/16	% Change From Adopted
Expenditures:	Actual	Adopted	Adjusted	Mgr Rec	
ACVB Pass Through	1,308,384	1,178,571	1,250,000	1,267,857	7.6%
Transfers	14,576,019	14,962,382	15,705,465	16,745,333	11.9%
Total Expenditures	15,884,403	16,140,953	16,955,465	18,013,190	11.6%
 Funding Sources:					
General Fund	3,881,731	3,792,744	3,881,522	4,066,316	7.2%
Local Option Sales Tax	4,009,169	4,293,413	4,818,166	4,510,763	5.1%
Hotel/Motel Tax	1,570,427	1,414,286	1,500,000	1,521,429	7.6%
Road Use Tax	2,917	30,625	33,560	27,750	-9.4%
TIF - South Bell	117,055	117,251	117,251	117,960	0.6%
TIF - ISU Research Park	-	-	-	295,260	
Employee Benefit Property Tax	1,752,803	1,881,243	1,881,243	1,810,706	-3.8%
Police/Fire 411	312,441	300,000	300,000	250,000	-16.7%
Library Friends Foundation	51,389	35,700	50,985	49,500	38.7%
Special Assessments	247,348	441,075	386,599	442,728	0.4%
Water Utility Fund	399,554	423,711	537,502	1,049,538	147.7%
Sewer Utility Fund	220,385	96,412	290,207	788,226	717.6%
Electric Utility Fund	1,959,481	2,107,885	2,107,885	2,119,027	0.5%
Transit Operations	966,402	950,000	800,000	800,000	-15.8%
Transit GSB Trust	261,170	96,170	96,170	-	-100.0%
Resource Recovery	132,131	160,438	154,375	163,987	2.2%
Total Funding Sources	15,884,403	16,140,953	16,955,465	18,013,190	11.6%

FUND SUMMARIES

ELEVATION VIEWS OF EXTERIOR



FUND SUMMARIES TABLE OF CONTENTS

General Fund277

The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

Special Revenue Funds

These funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for a specified purchase.

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This fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

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Internal Service Funds

These funds account for the financing of goods or services provided by one department to another in the government unit on a cost reimbursement basis.

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All the funds for the City are listed above and all are appropriated.

A fund balance reserve for minimum fund balances is established for certain funds, based on an evaluation of each fund using the Budget and Fiscal Policies adopted by the City Council. Enterprise Fund balances, and other funds used for capital projects, may significantly exceed the unreserved fund balance due to the balances for future pay-as-you-go capital projects.

GENERAL FUND

This fund accounts for programs such as Law Enforcement, Fire Safety, Building Safety, Parks and Recreation, and Library Services, as well as many general government activities such as City Council, Financial Services, and Legal Services.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Property Taxes:				
General Levy	13,560,248	13,689,559	13,689,559	13,987,477
Excise Tax	34,833	37,553	37,553	31,926
State Replacement Tax	-	281,692	281,692	563,242
Other	30,346	22,661	22,661	23,645
Transit Levy	1,506,988	1,542,372	1,542,372	1,590,094
Excise Tax	3,864	4,234	4,234	3,620
State Replacement Tax	-	31,738	31,738	64,031
Total Tax Revenues	15,136,279	15,609,809	15,609,809	16,264,035
Non-Tax Revenues:				
General Services:				
Hotel/Motel Taxes	1,832,470	1,650,000	1,750,000	1,775,000
State Gov't Revenues	17,819	17,818	17,818	17,818
MPO Revenue	58,434	73,614	70,716	70,674
Interest Revenue	193,402	159,282	140,000	140,000
Cable TV Franchise	461,312	459,000	460,000	460,000
Licenses & Permits	82,808	81,200	81,200	81,200
Fees/Service Charges	79,282	86,587	90,495	87,005
Miscellaneous Revenue	6,931	-	-	-
Fire Services	1,525,825	1,619,513	1,597,938	1,673,164
Building Permits	1,355,445	817,000	876,249	907,925
Housing Registration Fees	322,106	336,915	312,965	338,877
Police Services	284,762	326,206	326,206	320,167
Animal Shelter	17,407	19,000	19,000	20,000
Library Services	266,243	260,500	275,030	264,500
Parks & Recreation	1,310,476	1,361,435	1,340,331	1,401,593
Airport	226,130	234,506	233,026	318,845
Public Works:				
State Gov't Revenues	33,614	29,999	65,376	65,376
Fees/Service Charges	56,545	25,500	34,430	37,800
Cemetery	120,345	111,500	108,500	108,500
Total Non-Tax Revenues	8,251,356	7,669,575	7,799,280	8,088,444
Total Before Transfers	23,387,635	23,279,384	23,409,089	24,352,479
TRANSFERS:				
Local Option Sales Tax	3,989,169	4,273,413	4,798,166	4,490,763
Hotel/Motel Tax	157,226	141,429	150,000	152,143
Electric - In Lieu of Taxes	1,959,481	2,107,885	2,107,885	2,119,027
Employee Benefit Taxes	1,752,803	1,881,243	1,881,243	1,810,706
Police/Fire Retirement	312,441	300,000	300,000	250,000
Total Transfers	8,171,120	8,703,970	9,237,294	8,822,639
TOTAL REVENUES	31,558,755	31,983,354	32,646,383	33,175,118

GENERAL FUND, continued

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
EXPENSES:				
Public Safety:				
Law Enforcement	8,136,006	8,614,405	8,685,023	8,820,192
Fire Safety	6,030,496	6,412,166	6,325,726	6,607,573
Building Safety	1,197,591	1,385,906	1,345,482	1,459,409
Traffic Control	75,750	67,614	80,716	84,174
Animal Control	348,269	348,774	346,716	356,383
Street Lights	731,103	720,000	732,000	780,000
Civil Defense	8,724	14,500	14,500	14,500
Public Safety Total	16,527,939	17,563,365	17,530,163	18,122,231
Transportation:				
Street System	5,440	2,950	3,773	2,318
Airport	145,399	123,068	132,710	138,136
Transportation Total	150,839	126,018	136,483	140,454
Community Enrichment:				
Parks & Recreation	3,024,754	3,229,356	3,299,492	3,307,723
Library	3,399,019	3,801,072	3,797,838	3,955,723
Cemetery	126,703	148,693	161,317	168,195
Economic Development	67,311	71,681	61,773	63,514
Cable TV	124,595	124,991	142,250	139,415
Community Enrich Total	6,742,382	7,375,793	7,462,670	7,634,570
General Government:				
City Council	115,202	123,270	147,087	122,732
City Council Contingency	25,153	50,000	50,000	50,000
City Clerk	288,604	274,548	279,338	285,836
City Manager	399,427	399,107	407,003	420,417
Financial Services	370,292	390,570	392,540	400,628
Purchasing Services	42,299	35,077	33,974	30,495
Public Relations	82,432	86,972	289,547	92,725
Planning Services	639,218	724,586	1,108,856	728,020
Legal Services	339,471	348,352	355,885	366,835
Human Resources	240,005	267,597	284,901	288,575
Public Works Engineering	17,973	15,000	15,000	15,000
Facilities	317,431	309,249	344,387	309,660
Merit/Payroll Adjustment	-	101,106	-	100,624
Flood Mitigation/Studies	5,667	-	-	-
General Government Subtotal	2,883,174	3,125,434	3,708,518	3,211,547

GENERAL FUND, continued

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
General Government CIP:				
City Hall Space Re-Use	343,571	-	1,116,998	-
City Hall Roof Replacement	-	-	700,000	-
City Hall Parking Lot	-	-	500,000	-
General Government Total	3,226,745	3,125,434	6,025,516	3,211,547
Total Before Transfers	26,647,905	28,190,610	31,154,832	29,108,802
TRANSFERS:				
Transit Levy	1,510,853	1,578,344	1,578,344	1,657,745
Hotel/Motel Tax	1,832,470	1,650,000	1,750,000	1,775,000
Resource Recovery	452,862	452,862	452,862	452,862
Airport Construction	80,731	111,538	100,316	85,973
Debt Service	-	-	-	94,736
Library Donations Fund	4,815			
Total Transfers	3,881,731	3,792,744	3,881,522	4,066,316
TOTAL EXPENSES	30,529,636	31,983,354	35,036,354	33,175,118
Excess (Deficit) Revenues Over (Under) Expenses	1,029,119	-	(2,389,971)	-
Beginning Balance	8,301,519	6,555,990	9,330,638	6,940,667
Ending Balance	9,330,638	6,555,990	6,940,667	6,940,667
Minimum fund balance target: 20% of expenses less pass-through transfers				<u>5,948,475</u>
Unreserved fund balance				992,192

SPECIAL REVENUE – LOCAL OPTION SALES TAX

This fund accounts for the collection of 1% local option tax as approved by the voters on November 4, 1986. Revenue is allocated 60% for property tax relief and 40% is used for community betterment, including human services and arts agencies. Fund balance is reserved at 25% of budgeted expenditures less the 60% tax relief transfer. Reserves are for cash flow and revenue fluctuations. A portion of the fund is committed for future park development.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Local Option Sales Tax:				
60% Property Tax Relief	3,989,169	4,273,413	4,798,166	4,490,763
40% Comm Betterment	2,659,446	2,848,942	3,198,777	2,993,842
SE Entryway Grants	33,453	-	-	-
Total Before Transfers	6,682,068	7,122,355	7,996,943	7,484,605
TRANSFERS:				
Hotel/Motel Tax	104,817	94,286	100,000	101,429
TOTAL REVENUES	6,786,885	7,216,641	8,096,943	7,586,034
EXPENSES				
Public Safety CIP:				
Fire	44,776	145,175	178,812	145,175
Police	-	-	54,240	-
Storm Warning System	-	40,000	40,000	40,000
Traffic	15,825	30,000	1,022,146	75,000
Public Safety Total	60,601	215,175	1,295,198	260,175
Transportation CIP:				
Streets/Engineering	-1,428	-	-	60,000
Streets/Maintenance	115,692	100,000	352,914	100,000
Transportation Total	114,264	100,000	352,914	160,000
Community Enrichment:				
Human Services	1,041,276	1,139,227	1,139,227	1,212,375
Arts Services & Agencies	137,762	144,401	144,401	148,733
Public Art	23,342	37,000	62,547	37,000
Municipal Band	26,773	29,441	27,536	30,185
Human Svcs - City Staff	19,512	16,623	20,336	20,982
	1,248,665	1,366,692	1,394,047	1,449,275

SPECIAL REVENUE – LOCAL OPTION SALES TAX, continued

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
Community Enrichment CIP:				
Parks & Recreation	541,377	866,500	1,657,631	804,000
Library	39,647	-	146,033	-
Cemetery	78,355	65,000	150,712	65,000
Neighborhood Improvement	11,870	50,000	50,000	50,000
Downtown Façade	41,127	50,000	129,423	50,000
Campustown Façade	-	30,000	50,000	50,000
Community Enrich Total	1,961,041	2,428,192	3,577,846	2,468,275
General Government:				
City Council Allocations	135,322	144,500	149,229	117,500
Merit/Payroll Adjustment	-	146	-	152
	135,322	144,646	149,229	117,652
General Government CIP:				
Facilities	29,240	50,000	341,303	50,000
General Government Total	164,562	194,646	490,532	167,652
Total Before Transfers	2,300,468	2,938,013	5,716,490	3,056,102
TRANSFERS:				
General Fund	3,989,169	4,273,413	4,798,166	4,490,763
Ames/ISU Ice Arena	20,000	20,000	20,000	20,000
Total Transfers	4,009,169	4,293,413	4,818,166	4,510,763
TOTAL EXPENSES	6,309,637	7,231,426	10,534,656	7,566,865
Excess (Deficit) Revenues				
Over (Under) Expenses	477,248	-14,785	-2,437,713	19,169
Beginning Balance	5,333,656	2,592,233	5,810,904	3,373,191
Ending Balance	5,810,904	2,577,448	3,373,191	3,392,360
				Reserved for Park Development
				666,329
				Minimum fund balance target:
				25% of expenses less 60% pass-through
				<u>769,026</u>
				Unreserved fund balance
				1,957,005

SPECIAL REVENUE – HOTEL/MOTEL TAX

The Hotel/Motel revenues are collected in the General Fund and transferred to the Hotel/Motel Tax Fund. Of the 7¢ per dollar tax, 5¢ is provided to the Ames Convention & Visitors Bureau for community attractions, 1¢ replaces the local option tax and is split 60% for tax reduction and 40% for community betterment projects. The remaining 1¢ remains in this fund for economic development activities.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Hotel/Motel Tax	1,832,470	1,650,000	1,750,000	1,775,000
TOTAL REVENUES	1,832,470	1,650,000	1,750,000	1,775,000
EXPENSES:				
Community & Economic Dev:				
ACVB	1,308,384	1,178,571	1,250,000	1,267,857
Economic Development	149,627	150,000	150,000	150,000
Chamber of Commerce	2,216	2,110	2,300	2,300
AEDC/Buxton Retail Data	7,500	7,500	7,500	7,500
Historic Preservation	-	-	17,657	-
Comm & Econ Dev Total	1,467,727	1,338,181	1,427,457	1,427,657
General Government:				
Special Election	13,745	-	-	-
Total Before Transfers	1,481,472	1,338,181	1,427,457	1,427,657
TRANSFERS:				
General Fund	157,226	141,429	150,000	152,143
Local Option Sales Tax	104,817	94,286	100,000	101,429
Total Transfers	262,043	235,715	250,000	253,572
TOTAL EXPENSES	1,743,515	1,573,896	1,677,457	1,681,229
Excess (Deficit) Revenues Over (Under) Expenses	88,955	76,104	72,543	93,771
Beginning Balance	350,849	396,295	439,804	512,347
Ending Balance	439,804	472,399	512,347	606,118

SPECIAL REVENUE – ROAD USE TAX

This fund accounts for activity of the state allocated motor vehicle fuel tax. The fund balance policy is to retain 10% of budgeted expenses as an operating reserve.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Road Use Tax	5,859,929	5,805,989	5,805,989	5,925,077
TOTAL REVENUES	5,859,929	5,805,989	5,805,989	5,925,077
EXPENSES:				
Public Safety:				
Traffic Maintenance	762,950	766,058	815,027	830,164
Traffic Engineering	76,146	94,372	81,699	74,813
	839,096	860,430	896,726	904,977
Public Safety CIP:				
Traffic	432,060	432,000	1,205,665	658,000
Public Safety Total	1,271,156	1,292,430	2,102,391	1,562,977
Transportation:				
Street Surface Maintenance	1,471,547	1,629,510	1,589,284	1,637,124
Street Surface Cleaning	224,131	248,940	251,728	262,470
Snow & Ice Control	1,154,295	1,145,724	1,106,578	1,151,047
Right-of-Way Maintenance	589,749	614,289	858,157	882,913
	3,439,722	3,638,463	3,805,747	3,933,554
Transportation CIP:				
Streets Engineering	74,550	930,000	2,262,563	225,000
Streets Maintenance	124,534	265,000	607,622	215,000
Transportation Total	3,638,806	4,833,463	6,675,932	4,373,554
General Government:				
Financial Services	10,994	11,568	11,571	11,885
Purchasing Services	11,649	13,294	12,941	12,532
Human Resources	30,314	33,738	31,603	32,489
Public Works Administration	92,550	94,863	100,668	112,235
Public Works Engineering	79,213	90,586	65,900	77,021
Facilities	23,777	24,912	25,070	26,525
Merit/Payroll Adjustment	-	7,505	-	7,696
General Government Total	248,497	276,466	247,753	280,383
Total Before Transfers	5,158,459	6,402,359	9,026,076	6,216,914

SPECIAL REVENUE – ROAD USE TAX, continued:

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
TRANSFERS:				
Fleet Services	2,917	30,625	33,560	27,750
TOTAL EXPENSES	5,161,376	6,432,984	9,059,636	6,244,664
Excess (Deficit) Revenues				
Over (Under) Expenses	698,553	(626,995)	(3,253,647)	(319,587)
Beginning Balance	3,740,542	1,736,457	4,439,095	1,185,448
Ending Balance	4,439,095	1,109,462	1,185,448	865,861
Minimum fund balance target: 10% of operating expenses				<u>511,891</u>
Unreserved fund balance				353,970

SPECIAL REVENUE – PUBLIC SAFETY SPECIAL REVENUES

This fund accounts for the revenues and expenses associated with Public Safety funds dedicated to specific purposes such as Police forfeiture funds, Police and Fire grants and donations, and Animal Shelter donations.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Police Forfeiture	4,518	-	13,562	-
Police Grants	72,274	-	64,525	-
Animal Shelter Donations	37,762	16,200	16,200	16,200
Miscellaneous Revenue	116	-	-	-
TOTAL REVENUES	114,670	16,200	94,287	16,200
EXPENSES:				
Police Forfeiture	12,974	-	5,000	-
Police Grants	72,789	-	62,250	-
Animal Control	32,396	37,690	59,615	9,850
Shared Use Path Improvements	-	-	17,054	-
Miscellaneous Public Safety	41	-	-	-
TOTAL EXPENSES	118,200	37,690	143,919	9,850
Excess (Deficit) Revenues				
Over (Under) Expenses	(3,530)	(21,490)	(49,632)	6,350
Beginning Balance	271,677	235,817	268,147	218,515
Ending Balance	268,147	214,327	218,515	224,865

SPECIAL REVENUE – CITYWIDE AFFORDABLE HOUSING

This fund includes miscellaneous housing activity including repayment of housing grant loan programs and money from the sale of miscellaneous housing properties.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Loan Repayments	8,321	-	4,000	-
Miscellaneous Revenue	250	-	-	-
TOTAL REVENUES	8,571	-	4,000	-
EXPENSES:				
Housing Programs	32,477	42,898	46,827	48,754
TOTAL EXPENSES	32,477	42,898	46,827	48,754
Excess (Deficit) Revenues Over (Under) Expenses	(23,906)	(42,898)	(42,827)	(48,754)
Beginning Balance	773,239	739,081	749,333	706,506
Ending Balance	749,333	696,183	706,506	657,752

SPECIAL REVENUE – COMMUNITY DEVELOPMENT BLOCK GRANT

This fund reflects the activity of the City's Community Development Block Grant (CDBG). The fund balance reflects the balance of loans outstanding, in addition to cash and investments held by the fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Comm Dev Block Grant	551,513	509,171	1,001,012	488,278
Program Repayments	5,344	5,343	8,063	-
Sale of Homes	96,007	9,767	192,820	-
Miscellaneous Revenue	300	-	-	-
TOTAL REVENUES	653,164	524,281	1,201,895	488,278
EXPENSES:				
CDBG Programs	543,827	407,336	1,089,239	389,976
CDBG Administration	109,337	116,153	102,656	97,494
Merit/Payroll Adjustment	-	792	-	808
TOTAL EXPENSES	653,164	524,281	1,191,895	488,278
Excess (Deficit) Revenues Over (Under) Expenses	-	-	10,000	-
Beginning Balance	33,311	33,311	33,311	43,311
Ending Balance	33,311	33,311	43,311	43,311

SPECIAL REVENUE – TAX INCREMENT FINANCING (TIF)

This fund has been established for the receipt of tax revenues from TIF districts. The TIF fund records TIF project expenditures and collects revenue for repayment of debt issued to fund TIF projects.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Property Taxes	10,456	37,866	37,866	41,346
Bond Proceeds	-	-	-	2,938,990
Interest Revenue	(1,117)	-	-	-
TOTAL REVENUES	9,339	37,866	37,866	2,980,336
EXPENSES:				
Kingland Systems	8,965	-	-	-
ISU Research Park	-	-	-	2,938,990
Total Before Transfers	8,965	-	-	2,938,990
TRANSFERS:				
Debt Service	117,055	117,251	117,251	413,220
TOTAL EXPENSES	126,020	117,251	117,251	3,352,210
Excess (Deficit) Revenues				
Over (Under) Expenses	(116,681)	(79,385)	(79,385)	(371,874)
Beginning Balance	(68,083)	(174,272)	(184,764)	(264,149)
Ending Balance	(184,764)	(253,657)	(264,149)	(636,023)

SPECIAL REVENUE – EMPLOYEE BENEFIT PROPERTY TAX

The portion of the City contribution to the Police and Fire Retirement System that is not offset by the Trust Fund balance is levied in this fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Property Taxes	1,748,321	1,838,366	1,838,366	1,736,799
Utility Excise Tax	4,482	5,049	5,049	3,968
State Replacement Tax	-	37,828	37,828	69,939
TOTAL REVENUES	1,752,803	1,881,243	1,881,243	1,810,706
EXPENSES:				
TRANSFERS:				
General Fund	1,752,803	1,881,243	1,881,243	1,810,706
TOTAL EXPENSES	1,752,803	1,881,243	1,881,243	1,810,706
Excess (Deficit) Revenues Over (Under) Expenses	-	-	-	-
Beginning Balance	-	-	-	-
Ending Balance	-	-	-	-

SPECIAL REVENUE – FIRE/POLICE PENSION

This fund accounts for pensions for Firefighters and Police Officers. The 1990 Iowa Legislature combined the individual systems under Chapter 411 into one statewide system. The balance in the fund is used to offset the City’s contribution to the statewide system.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	8,562	8,000	5,500	5,500
TOTAL REVENUES	8,562	8,000	5,500	5,500
EXPENSES:				
Finance Services	12,790	13,477	13,321	13,599
TRANSFERS:				
General Fund	312,441	300,000	300,000	250,000
TOTAL EXPENSES	325,231	313,477	313,321	263,599
Excess (Deficit) Revenues Over (Under) Expenses	(316,669)	(305,477)	(307,821)	(258,099)
Beginning Balance	1,196,061	820,982	879,392	571,571
Ending Balance	879,392	515,505	571,571	313,472

SPECIAL REVENUE – FEMA/2010 WIND AND FLOOD

This fund accounts for revenues received from the Federal Emergency Management Agency (FEMA) for expenses related to the 2010 flood.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
FEMA	605,828	-	-	-
TOTAL REVENUES	605,828	-	-	-
EXPENSES				
2010 Wind & Flood	4,697	-	-	-
TOTAL EXPENSES	4,697	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	601,131	-	-	-
Beginning Balance	(601,131)	-	-	-
Ending Balance	-	-	-	-

SPECIAL REVENUE – PARKS AND RECREATION SPECIAL REVENUES

This fund is used to account for revenues to be used for specific park improvements or recreation programs.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	17,123	13,750	11,250	11,250
Farm Land Rental	3,050	3,050	3,050	3,050
Winakor Donation	206	-	-	-
Wellmark 3-Point Play	15,440	-	-	-
Miscellaneous Donations	-	-	-	-
TOTAL REVENUES	35,819	16,800	14,300	14,300
EXPENSES:				
Park Improvements	-	-	-	-
Park Exercise Equipment	-	-	20,000	-
TOTAL EXPENSES	-	-	20,000	-
Excess (Deficit) Revenues Over (Under) Expenses	35,819	16,800	(5,700)	14,300
Beginning Balance	1,835,227	1,847,515	1,871,046	1,865,346
Ending Balance	1,871,046	1,864,315	1,865,346	1,879,646

SPECIAL REVENUE – DON AND RUTH FURMAN AQUATIC CENTER CONSTRUCTION

This fund reflects donations for the construction of a new aquatics facility. Two one million dollar gifts were used for the construction of a 50-meter multipurpose pool and other enhancements. In FY 13/14, the remainder of the fund was used for aquatics facility improvements and the fund was closed.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	13	-	-	-
TOTAL REVENUES	13	-	-	-
EXPENSES:				
Aquatic Center Improvements	7,737	-	-	-
TOTAL EXPENSES	7,737	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	(7,724)	-	-	-
Beginning Balance	7,724	-	-	-
Ending Balance	-	-	-	-

SPECIAL REVENUE – LIBRARY FRIENDS FOUNDATION

This fund is used to account for donations received from the Library Friends Foundation in support of specific Library activities or projects.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Friends Foundation	64,689	50,000	67,117	65,000
Library Renovation Donations	180,000	-	90,000	-
Interest Revenue	6,570	-	-	-
TOTAL REVENUES	251,259	50,000	157,117	65,000
EXPENSES:				
Administration	-	500	-	-
Resource Services	1,554	1,000	6,114	3,500
Youth Services	8,480	7,000	6,840	7,000
Adult Services	3,020	5,800	8,366	5,000
Opening Day Collection	3,219	-	62,072	-
Library Renovation Project	146,305	-	646,241	-
Total Before Transfers	162,578	14,300	729,633	15,500
TRANSFERS:				
Library Donations	51,389	35,700	50,985	49,500
TOTAL EXPENSES	213,967	50,000	780,618	65,000
Excess (Deficit) Revenues Over (Under) Expenses	37,292	-	(623,501)	-
Beginning Balance	593,063	2,304	630,355	6,854
Ending Balance	630,355	2,304	6,854	6,854

SPECIAL REVENUE – LIBRARY DONATIONS AND GRANTS

This fund accounts for general donations and grants to the Library designated for specific purposes.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	2,983	-	-	-
Donations	6,928	2,000	5,000	2,000
Project Smyles Donations	1,891	2,000	5,000	5,000
Library Direct State Aid	13,385	12,000	12,000	12,000
Miscellaneous Revenue	257	-	3,000	-
Total Before Transfers	25,444	16,000	25,000	19,000
TRANSFERS:				
Library Friends Foundation	51,389	35,700	50,985	49,500
General Fund	4,815	-	-	-
Total Transfers	56,204	35,700	50,985	49,500
TOTAL REVENUES	81,648	51,700	75,985	68,500
EXPENSES:				
Collection/Donations	2,269	2,367	5,423	2,000
Books for Babies	4,346	4,500	4,600	4,600
Project Smyles	71,799	69,225	61,368	61,368
Library Renovation Project	5	-	213,445	-
TOTAL EXPENSES	78,419	76,092	284,836	67,968
Excess (Deficit) Revenues Over (Under) Expenses	3,229	(24,392)	(208,851)	532
Beginning Balance	315,731	102,001	318,960	110,109
Ending Balance	318,960	77,609	110,109	110,641

SPECIAL REVENUE – UTILITY ASSISTANCE

This fund accounts for donations received through Utility Customer Service that are designated for utility payment assistance.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Project Share Donations	17,638	17,900	16,800	16,000
Alternative Energy Donations	548	-	-	-
TOTAL REVENUES	18,186	17,900	16,800	16,000
EXPENSES:				
Utility Assistance	17,332	17,900	16,800	16,000
TOTAL EXPENSES	17,332	17,900	16,800	16,000
Excess (Deficit) Revenues Over (Under) Expenses	854	-	-	-
Beginning Balance	9,416	9,415	10,270	10,270
Ending Balance	10,270	9,415	10,270	10,270

SPECIAL REVENUE – PUBLIC ART DONATIONS

This fund accounts for donations received that are designated for Public Art.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Donations	51	-	-	-
TOTAL REVENUES	51	-	-	-
EXPENSES:				
Public Art	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	51	-	-	-
Beginning Balance	119	119	170	170
Ending Balance	170	119	170	170

SPECIAL REVENUE – DEVELOPER PROJECTS

This fund accounts for the developer share of improvements required by development agreements. Fund balance will be retained until improvements are required.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	418	-	-	-
TOTAL REVENUES	418	-	-	-
EXPENSES:				
Oakwood Road Path	-	-	5,500	-
TOTAL EXPENSES	-	-	5,500	-
Excess (Deficit) Revenues Over (Under) Expenses	418	-	(5,500)	-
Beginning Balance	149,192	143,692	149,610	144,110
Ending Balance	149,610	143,692	144,110	144,110

SPECIAL REVENUE – ECONOMIC DEVELOPMENT

This fund was expanded in 2000/01 to account for revolving loan, community investment, and pass-through State loan activity. Approved loans are shown as expenses. The fund balance reflects the balance of loans outstanding, in addition to cash and investments held by the fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Loan Repayments	34,652	17,798	17,798	-
TOTAL REVENUES	34,652	17,798	17,798	-
EXPENSES:				
Community Investment Fund	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	34,652	17,798	17,798	-
Beginning Balance	581,357	607,403	616,009	633,807
Ending Balance	616,009	625,201	633,807	633,807

PERMANENT FUND – CEMETERY

This fund accounts for the sale of cemetery lots and the portion of cemetery lot sales designated for perpetual care. Interest earnings are transferred to the General Fund for cemetery operations. The fund balance will be retained to provide cemetery maintenance.

Revenue from the sale of cemetery lots is split 80% to cemetery operations in the General Fund, and 20% to the Cemetery Fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Sale of Cemetery Lots	12,087	10,500	10,500	10,500
TOTAL REVENUES	12,087	10,500	10,500	10,500
EXPENSES:				
None	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Excess (Deficit) Revenues				
Over (Under) Expenses	12,087	10,500	10,500	10,500
Beginning Balance	905,419	915,919	917,506	928,006
Ending Balance	917,506	926,419	928,006	938,506

PERMANENT FUND – DONALD AND RUTH FURMAN AQUATIC CENTER TRUST

This fund contains the one million dollar gift from Donald and Ruth Furman to establish an endowment to subsidize the City’s ongoing operational costs, to fund future repairs and enhancements, and to replace equipment.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	10,160	8,000	7,200	7,200
TOTAL REVENUES	10,160	8,000	7,200	7,200
EXPENSES:				
None	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Excess (Deficit) Revenues				
Over (Under) Expenses	10,160	8,000	7,200	7,200
Beginning Balance	1,089,094	1,097,094	1,099,254	1,106,454
Ending Balance	1,099,254	1,105,094	1,106,454	1,113,654

DEBT SERVICE

This fund accounts for payment of principal and interest on general obligation bonds. Iowa State University participates in the repayment of bonds issued to fund Fire capital acquisitions. The available fund balance will be used to reduce future debt service.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Property Taxes	8,352,979	8,412,305	8,412,305	8,519,590
Excise Tax	21,413	23,060	23,060	19,425
State Replacement Tax	-	172,981	172,981	342,818
Iowa State University	48,324	14,989	14,989	14,962
Proceeds from Bonds	-	-	-	-
Interest Revenue	42,983	30,000	30,000	30,000
Miscellaneous Revenue	-	-	-	-
Total Before Transfers	8,465,699	8,653,335	8,653,335	8,926,795
TRANSFERS:				
General Fund (Airport Terminal)	-	-	-	94,736
TIF - South Bell	117,055	117,251	117,251	117,960
TIF - ISU Research Park	-	-	-	295,260
Special Assessments	247,348	441,075	386,599	442,728
Water Utility Fund	396,637	393,086	393,086	394,057
Sewer Utility Fund	66,784	65,787	65,787	265,715
Resource Recovery	132,131	160,438	154,375	163,987
Total Transfers	959,955	1,177,637	1,117,098	1,774,443
TOTAL REVENUES	9,425,654	9,830,972	9,770,433	10,701,238
EXPENSES:				
G.O. Bond Principal	8,125,000	7,743,345	7,845,000	8,483,930
G.O. Bond Interest	1,957,600	2,057,628	1,898,158	2,187,308
G.O. Bond Costs	-	-	-	-
TOTAL EXPENSES	10,082,600	9,800,973	9,743,158	10,671,238
Excess (Deficit) Revenues Over (Under) Expenses	(656,946)	29,999	27,275	30,000
Beginning Balance	1,260,206	589,741	603,260	630,535
Ending Balance	603,260	619,740	630,535	660,535

CAPITAL PROJECTS – SPECIAL ASSESSMENTS

This fund accounts for collection of special assessments and payment of principal of abated G.O. bonds, and the construction of streets and sanitary sewers for benefited property special assessment districts.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Assessments	199,150	441,075	386,599	442,728
Total Before Transfers	199,150	441,075	386,599	442,728
TRANSFERS:				
G.O. Bond Funds	-	-	-	-
Total Transfers	-	-	-	-
TOTAL REVENUES	199,150	441,075	386,599	442,728
EXPENSES:				
Utilities CIP:				
Woodview Drive Utilities	231,103	-	115,591	-
Utilities Total	231,103	-	115,591	-
General Government:				
Finance Services	4,629	4,854	4,845	4,967
General Government CIP:				
Southeast Entryway	9,076	-	-	-
General Government Total	13,705	4,854	4,845	4,967
Total Before Transfers	244,808	4,854	120,436	4,967
TRANSFERS:				
Debt Service	247,348	441,075	386,599	442,728
TOTAL EXPENSES	492,156	445,929	507,035	447,695
Excess (Deficit) Revenues				
Over (Under) Expenses	(293,006)	(4,854)	(120,436)	(4,967)
Beginning Balance	(10,036)	(370,886)	(303,042)	(423,478)
Ending Balance	(303,042)	(375,740)	(423,478)	(428,445)

CAPITAL PROJECTS – STREET CONSTRUCTION

This fund accounts for street construction projects including, but not limited to, bus route reconstruction, signal construction, and associated street construction projects. Projects which have multiple funding sources are budgeted in this fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
MPO/STP/Grant Funds	1,722,263	1,752,000	3,983,408	6,570,728
Iowa State University	-	-	204,880	125,000
Story County	-	-	219,000	-
Developer Contributions	50,050	-	192,500	250,000
TOTAL REVENUES	1,772,313	1,752,000	4,599,788	6,945,728
EXPENSES:				
Public Safety CIP:				
Traffic	697,009	70,000	1,497,508	875,000
Public Safety Total	697,009	70,000	1,497,508	875,000
Transportation CIP:				
Streets/Engineering	1,298,297	1,682,000	2,805,534	5,070,728
Streets/Maintenance	-	-	-	1,000,000
Transportation Total	1,298,297	1,682,000	2,805,534	6,070,728
General Government:				
Purchasing Services	10,637	11,791	-	-
General Government Total	10,637	11,791	-	-
TOTAL EXPENSES	2,005,943	1,763,791	4,303,042	6,945,728
Excess (Deficit) Revenues				
Over (Under) Expenses	(233,630)	(11,791)	296,746	-
Beginning Balance	216,241	302,952	(17,389)	279,357
Ending Balance	(17,389)	291,161	279,357	279,357

CAPITAL PROJECTS – AIRPORT CONSTRUCTION

This fund accounts for construction, purchase of land, and improvements for the municipal airport. Federal Aviation Administration (FAA) participated in 90% of costs until 04/05 when FAA's contribution increased to 95%. The excess of Airport operations each year is transferred from the General Fund to finance improvements.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
FAA Funding	890,716	-	62,027	450,000
FAA Funding	-	-	-	300,000
Total Before Transfers	890,716	-	62,027	750,000
TRANSFERS:				
General Fund	80,731	111,538	100,316	85,973
Total Transfers	80,731	111,538	100,316	85,973
TOTAL REVENUES	971,447	111,538	162,343	835,973
EXPENSES:				
Transportation CIP:				
Airport	1,029,780	-	31,299	822,000
Transportation Total	1,029,780	-	31,299	822,000
TOTAL EXPENSES	1,029,780	-	31,299	822,000
Excess (Deficit) Revenues Over (Under) Expenses	(58,333)	111,538	131,044	13,973
Beginning Balance	262,568	299,353	204,235	335,279
Ending Balance	204,235	410,891	335,279	349,252

CAPITAL PROJECTS – VARIOUS CONSTRUCTION GRANTS

This fund accounts for various construction grants.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
EOC Grant	534,000	-	-	-
TOTAL REVENUES	534,000	-	-	-
EXPENSES:				
General Government CIP:				
Facilities/EOC	363,961	-	-	-
General Government Total	363,961	-	-	-
TOTAL EXPENSES	363,961	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	170,039	-	-	-
Beginning Balance	(170,039)	-	-	-
Ending Balance	-	-	-	-

CAPITAL PROJECTS – BOND PROCEEDS

This fund accounts for proceeds of general obligation bond issues. G.O. bond sales are planned each year to finance CIP projects. Any undesignated fund balances may be used for certain projects or transferred to the Debt Service fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Bond Proceeds	-	9,540,000	9,540,000	8,954,000
Interest Revenue	135,934	-	80,000	-
TOTAL REVENUES	135,934	9,540,000	9,620,000	8,954,000
EXPENSES:				
Public Safety CIP:				
Traffic	23,534	-	29,816	450,000
Public Safety Total	23,534	-	29,816	450,000
Utilities CIP:				
Resource Recovery	1,194,683	-	160,687	-
Water Distribution	13,386	-	790,463	-
Sanitary Sewer	32,415	-	1,171,536	-
Storm Sewer	184,439	300,000	1,210,271	644,000
Utilities Total	1,424,923	300,000	3,332,957	644,000
Transportation CIP:				
Streets/Engineering	5,771,043	9,060,000	16,701,765	4,730,000
Streets/Maintenance	-	180,000	180,000	2,320,000
Airport	-	-	-	1,810,000
Transportation Total	5,771,043	9,240,000	16,881,765	8,860,000
Community Enrichment:				
Library	11,188,391	-	4,019,652	-
Comm Enrichment Total	11,188,391	-	4,019,652	-
General Government:				
Accounting Services	2,400	2,400	2,400	2,400
Purchasing Services	49,838	56,305	78,238	83,043
	52,238	58,705	80,638	85,443
General Government CIP:				
Facilities	-	-	-	-
General Government Total	52,238	58,705	80,638	85,443

CAPITAL PROJECTS – BOND PROCEEDS, continued

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
Debt Service:				
Bond Costs	2,000	-	53,000	-
Debt Service Total	<u>2,000</u>	<u>-</u>	<u>53,000</u>	<u>-</u>
Total Before Transfers	18,462,129	9,598,705	24,397,828	10,039,443
TRANSFERS:				
Debt Service		-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSES	18,462,129	9,598,705	24,397,828	10,039,443
Excess (Deficit) Revenues				
Over (Under) Expenses	(18,326,195)	(58,705)	(14,777,828)	(1,085,443)
Beginning Balance	<u>32,865,007</u>	<u>(1,775,042)</u>	<u>14,538,812</u>	<u>(239,016)</u>
Ending Balance	14,538,812	(1,833,747)	(239,016)	(1,324,459)

The fund balance in the 2014/15 Adopted budget, 2014/15 Adjusted budget, and 2015/16 Manager Recommended budget show a deficit because the proceeds of bonds issued in 2012/13 for Water, Sewer, and Resource Recovery projects are reflected in the fund balances of those funds. The expenses for these projects are still budgeted in the Bond Proceeds fund, but actual expenses are transferred to the appropriate enterprise fund at the end of each fiscal year.

ENTERPRISE – WATER UTILITY

This fund accounts for the operation of a municipally owned water utility which provides services to residents of the City and some contiguous areas. Major capital improvements have been financed from current revenues and the Water Fund balance.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Metered Sales	8,876,274	8,551,055	8,917,850	9,319,450
Contract Sales	498,797	1,204,000	894,000	1,334,000
Fees/Service Charges	179,366	174,344	183,900	187,500
Interest Revenue	146,390	100,000	115,000	115,000
Cell Tower Lease	18,251	18,520	18,251	18,251
Farm Land Rental	19,890	23,600	16,182	16,182
Sprint PCS Land Rental	33,120	35,604	35,604	36,432
USDA Repayment	26,576	-	125,000	-
IDNR Low Head Dam Grant	-	-	-	-
Miscellaneous Revenue	21,504	15,000	21,000	21,000
TOTAL REVENUES	9,820,168	10,122,123	10,326,787	11,047,815
EXPENSES:				
Utilities:				
Administration	622,329	665,999	677,642	702,953
Production	334,108	372,567	369,143	359,591
Treatment	1,529,228	1,634,640	1,573,009	1,619,728
Pumping	322,643	298,377	296,936	280,259
Metering	496,628	461,577	530,210	538,130
Laboratory	184,865	197,567	189,634	192,062
Water Distribution	947,980	803,094	898,609	923,798
Utility Locating	74,206	86,039	91,679	91,169
Customer Service	370,532	393,890	379,175	396,720
	4,882,519	4,913,750	5,006,037	5,104,410
Utilities CIP:				
Water Operations	25,803	1,080,000	1,456,214	2,883,000
Water Distribution	1,571,030	975,000	1,696,594	975,000
Utilities Total	6,479,352	6,968,750	8,158,845	8,962,410
Transportation CIP:				
Right-of-Way Restoration	-	40,000	40,000	50,000
Transportation Total	-	40,000	40,000	50,000
General Government:				
City Clerk	16,379	16,660	17,459	17,865
City Manager	71,341	71,178	74,000	76,439

ENTERPRISE – WATER CONSTRUCTION

This fund accounts for revenue and expenditures for certain major projects of the water utility.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
State Revolving Loan Fund	3,305,753	26,714,000	22,100,000	26,418,000
TOTAL REVENUES	3,305,753	26,714,000	22,100,000	26,418,000
EXPENSES:				
Utilities CIP:				
Water Plant Expansion	3,246,837	26,714,000	22,100,000	26,418,000
TOTAL EXPENSES	3,246,837	26,714,000	22,100,000	26,418,000
Excess (Deficit) Revenues				
Over (Under) Expenses	58,916	-	-	-
Beginning Balance	349,244	349,243	408,160	408,160
Ending Balance	408,160	349,243	408,160	408,160

ENTERPRISE – WATER SINKING

This fund is used to account for State Revolving Fund (SRF) loan payments for water utility projects financed with SRF funding.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Transfers:				
Water Operations	-	-	110,856	627,731
TOTAL REVENUES	-	-	110,856	627,731
EXPENSES:				
Debt Service:				
SRF Loan Payments	-	-	110,856	627,731
TOTAL EXPENSES	-	-	110,856	627,731
Excess (Deficit) Revenues Over (Under) Expenses	-	-	-	-
Beginning Balance	-	-	-	-
Ending Balance	-	-	-	-

ENTERPRISE – SEWER UTILITY

This fund accounts for the operation of a municipally owned sewer utility, which provides services to residents of the City and some contiguous areas.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Customer Billings	6,275,246	6,705,000	6,780,000	7,145,000
Contract Sales	1,082,166	1,155,800	1,407,300	1,278,100
Fees/Service Charges	33,308	28,000	28,000	28,000
Interest Revenue	52,282	35,000	40,000	40,000
Farm Land Income	107,085	147,000	134,000	134,000
Flood Warning System	12,307	12,240	12,240	12,240
USDA Repayment	22,277	-	-	-
Bond Proceeds	-	-	-	2,000,000
Miscellaneous Revenue	14,855	-	-	-
TOTAL REVENUES	7,599,526	8,083,040	8,401,540	10,637,340
EXPENSES:				
Utilities:				
Administration	724,269	788,676	803,859	875,985
Plant Maintenance	675,184	800,316	787,300	786,847
Plant Operations	1,118,390	1,251,568	1,244,844	1,256,998
Metering/Cross Connection	342,595	310,451	362,736	370,461
Laboratory	343,324	366,909	354,176	356,687
Sanitary Sewer System	424,629	510,443	516,209	537,087
Utility Locating	43,241	49,026	52,816	55,264
Customer Service	341,774	362,655	349,125	366,200
	4,013,406	4,440,044	4,471,065	4,605,529
Utilities CIP:				
Water Pollution Control	546,093	1,667,000	3,859,898	3,142,000
Sanitary Sewer	684,901	225,000	1,289,228	2,255,000
Utilities Total	5,244,400	6,332,044	9,620,191	10,002,529
General Government:				
City Clerk	16,379	16,660	17,459	17,865
City Manager	71,341	71,178	74,000	76,439
Financial Services	97,778	102,280	104,043	104,951
Purchasing Services	12,120	13,749	14,208	14,269
Public Relations	16,486	17,394	17,910	18,545
Legal Services	56,883	58,461	59,715	61,536
Human Resources	25,536	28,420	32,100	33,000
Public Works Administration	92,551	94,159	100,667	112,236

ENTERPRISE – SEWER UTILITY, continued

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
General Government, cont.				
Public Works Engineering	151,428	186,317	198,589	187,172
Facilities	14,637	15,335	16,713	17,683
Sustainability Coordinator	6,383	6,250	6,250	6,250
Merit/Payroll Adjustment		9,613	-	9,645
General Government Total	561,522	619,816	641,654	659,591
Total Before Transfers	5,805,922	6,951,860	10,261,845	10,662,120
TRANSFERS:				
Debt Service	66,784	65,787	65,787	265,715
Sewer Sinking Fund	150,684	-	190,860	494,761
Fleet Services	2,917	30,625	33,560	27,750
Total Transfers	220,385	96,412	290,207	788,226
TOTAL EXPENSES	6,026,307	7,048,272	10,552,052	11,450,346
Excess (Deficit) Revenues				
Over (Under) Expenses	1,573,219	1,034,768	(2,150,512)	(813,006)
Beginning Balance	4,518,858	2,326,329	6,092,077	3,941,565
Ending Balance	6,092,077	3,361,097	3,941,565	3,128,559
Minimum fund balance target:				
10% of operating expenses				526,512
Unreserved fund balance				2,602,047

ENTERPRISE – SEWER IMPROVEMENTS

This fund accounts for revenue and expenditures for certain major projects of the sanitary sewer utility.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
State Revolving Loan Fund	1,698,950	4,953,000	7,043,511	4,963,000
TOTAL REVENUES	1,698,950	4,953,000	7,043,511	4,963,000
EXPENSES:				
Utilities CIP:				
Water Pollution Control	2,118,310	1,683,000	3,520,280	1,693,000
Sanitary Sewer	-	3,270,000	3,270,000	3,270,000
TOTAL EXPENSES	2,118,310	4,953,000	6,790,280	4,963,000
Excess (Deficit) Revenues Over (Under) Expenses	(419,360)	-	253,231	-
Beginning Balance	166,129	150,525	(253,231)	-
Ending Balance	(253,231)	150,525	-	-

ENTERPRISE – SEWER SINKING

This fund is used to account for State Revolving Fund (SRF) loan payments for sewer utility projects financed with SRF funding.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
TRANSFERS:				
Sewer Operations	150,684	-	190,860	494,761
TOTAL REVENUES	150,684	-	190,860	494,761
EXPENSES:				
Debt Service:				
SRF Loan Payments	148,300	-	190,860	494,761
TOTAL EXPENSES	148,300	-	190,860	494,761
Excess (Deficit) Revenues Over (Under) Expenses	2,384	-	-	-
Beginning Balance	585	584	2,969	2,969
Ending Balance	2,969	584	2,969	2,969

ENTERPRISE – ELECTRIC UTILITY

This fund accounts for the operation of a municipally owned electric utility, which generates and distributes electrical power to customers within the City and some contiguous areas. The fund balance is available for operations and improvements. The transfer to the General Fund constitutes a payment in lieu of taxes.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Metered Sales	54,486,668	53,500,000	53,500,000	54,500,000
Other Power Sales	1,752,797	1,150,000	1,700,000	1,560,000
ISU/Interconnection	865,123	67,500	62,500	42,500
ISU/Transmission System	270,056	60,000	20,000	20,000
ISU/Wind Purchases	1,007,321	1,000,000	1,000,000	1,000,000
IA Dept of Transportation	-	-	-	800,000
Street Lights	729,168	720,000	732,000	780,000
Security Lighting Rental	141,454	125,000	140,000	145,000
Subdivision Construction	307,286	100,000	100,000	100,000
Fees/Service Charges	107,155	82,500	129,000	91,500
Interest Revenue	412,025	175,000	225,000	225,000
Fly Ash Sales	29,794	30,000	30,000	30,000
Renewable Energy Credits	82,898	54,000	54,000	75,000
Proceeds from Bonds	-	23,000,000	-	18,875,000
Miscellaneous Revenue	300,974	238,000	288,000	250,000
TOTAL REVENUES	60,492,719	80,302,000	57,980,500	78,494,000
EXPENSES:				
Utilities:				
Administration	1,093,777	1,146,430	1,067,636	1,091,444
Production	10,710,498	10,778,602	12,054,472	10,907,987
Fuel/Purchased Power	30,019,468	30,810,788	29,328,673	32,222,897
Distribution/Operations	2,809,847	3,058,527	3,055,946	3,052,708
Distribution/Improvements	1,797,661	2,083,452	2,317,474	2,191,935
Technical Services	975,909	1,199,645	1,090,288	1,041,704
Engineering	616,631	803,037	912,904	874,772
Customer Service	670,971	706,452	688,429	723,891
	48,694,762	50,586,933	50,515,822	52,107,338
Utilities CIP:				
Electric Utility	6,975,734	26,450,000	24,073,609	26,130,000
Utilities Total	55,670,496	77,036,933	74,589,431	78,237,338
Transportation CIP:				
Electric Relocates	106,007	171,000	269,455	150,000
Transportation Total	106,007	171,000	269,455	150,000

ENTERPRISE – ELECTRIC UTILITY, continued

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
General Government:				
City Clerk	32,758	33,319	34,917	35,730
City Manager	150,913	150,568	156,539	161,698
Financial Services	405,604	424,897	429,638	435,747
Purchasing Services	249,265	249,265	249,265	249,265
Public Relations	32,972	34,789	35,818	37,090
Legal Services	89,876	92,369	94,349	97,227
Human Resources	88,127	98,082	102,073	104,936
Public Works GIS	23,874	23,833	25,125	24,711
Facilities	36,226	37,955	41,783	44,209
Sustainability Coordinator	6,383	6,250	6,250	6,250
Utility Deposit Interest	891	-	-	-
Merit/Payroll Adjustment	-	24,561	-	25,132
General Government Total	1,116,889	1,175,888	1,175,757	1,221,995
Total Before Transfers	56,893,392	78,383,821	76,034,643	79,609,333
TRANSFERS:				
Payment in Lieu of Taxes	1,959,481	2,107,885	2,107,885	2,119,027
Total Transfers	1,959,481	2,107,885	2,107,885	2,119,027
TOTAL EXPENSES	58,852,873	80,491,706	78,142,528	81,728,360
Excess (Deficit) Revenues Over (Under) Expenses	1,639,846	(189,706)	(20,162,028)	(3,234,360)
Beginning Balance	42,024,662	35,774,312	43,664,508	23,502,480
Ending Balance	43,664,508	35,584,606	23,502,480	20,268,120
Minimum fund balance target: Based on contingency for casualty in power generation or distribution				10,100,000
Unreserved fund balance				10,168,120

ENTERPRISE – PARKING OPERATIONS AND IMPROVEMENTS

This fund accounts for operations of the City parking system including operation and maintenance of meters and lots, parking meter attendants, collection of meter coin, rentals, and fines.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Illegal Parking	357,513	350,000	350,000	350,000
Overtime Parking	147,663	155,000	155,000	155,000
East District - Downtown	190,316	198,030	195,780	195,680
West District - Campustown	144,584	151,500	147,500	149,500
Collection Agency Revenue	21,077	22,000	22,000	22,000
Interest Revenue	4,196	2,500	2,500	2,500
Miscellaneous Revenue	9,094	4,090	4,090	4,140
TOTAL REVENUES	874,443	883,120	876,870	878,820
EXPENSES:				
Transportation:				
Operations/Maintenance	292,713	291,043	293,662	295,204
Parking Enforcement	324,357	371,451	377,309	374,064
Violation Collection	173,490	176,491	177,158	182,632
Right-of-Way Maintenance	3,346	4,589	5,076	5,338
Transportation Total	793,906	843,574	853,205	857,238
General Government:				
Financial Services	22,432	23,618	23,718	24,226
Purchasing Services	462	518	467	432
Legal Services	36,554	37,235	37,652	39,311
Human Resources	5,150	5,731	6,085	6,255
Facilities	11,136	11,668	2,507	2,653
Merit/Payroll Adjustment	-	1,687	-	1,750
General Government Total	75,734	80,457	70,429	74,627
TOTAL EXPENSES	869,640	924,031	923,634	931,865
Excess (Deficit) Revenues				
Over (Under) Expenses	4,803	(40,911)	(46,764)	(53,045)
Beginning Balance	398,257	403,611	403,060	356,296
Ending Balance	403,060	362,700	356,296	303,251
Minimum fund balance target:				
10% of operating expenses				93,187
Unreserved fund balance				210,065

ENTERPRISE – TRANSIT OPERATIONS

This fund accounts for the operation and capital improvements of mass transit bus system within the City. The Transit Board consists of representatives from Iowa State University, Government of Student Body, and City of Ames. Funding is provided by passenger fares, student fees, Iowa State University, Government Student Body, Iowa Department of Transportation, Federal Government, and a property tax levy.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
FTA Section 5307	1,901,771	1,958,824	1,970,542	2,041,482
IDOT Operating Assistance	819,178	790,000	832,300	855,100
ISU Administration	658,561	687,495	687,495	723,149
ISU GSB Tuition	3,726,491	4,169,944	4,334,944	4,746,157
ISU GSB Tuition Excess	166,402	150,000	-	-
Fees/Service Charges	839,842	790,052	890,952	977,293
Metro Planning Organization	34,983	25,000	30,000	30,000
Interest Revenue	20,721	14,000	15,000	15,000
Miscellaneous Revenue	15,888	7,600	14,940	7,600
Total Before Transfers	8,183,837	8,592,915	8,776,173	9,395,781
TRANSFERS:				
General Fund (Transit Levy)	1,502,103	1,569,594	1,569,594	1,648,995
GSB Transit Trust	165,000	-	-	-
Total Transfers	1,667,103	1,569,594	1,569,594	1,648,995
TOTAL REVENUES	9,850,940	10,162,509	10,345,767	11,044,776
EXPENSES:				
Transportation:				
Transit Administration	1,731,606	1,783,721	1,763,216	1,804,552
Fixed Route Service	6,962,406	7,500,806	7,812,092	8,223,533
Dial-A-Ride Service	175,671	155,962	195,345	202,242
Total Before Transfers	8,869,683	9,440,489	9,770,653	10,230,327
TRANSFERS:				
GSB Transit Trust	166,402	150,000	-	-
Transit Capital Reserve	800,000	800,000	800,000	800,000
Total Transfers	966,402	950,000	800,000	800,000
TOTAL EXPENSES	9,836,085	10,390,489	10,570,653	11,030,327
Excess (Deficit) Revenues				
Over (Under) Expenses	14,855	(227,980)	(224,886)	14,449
Beginning Balance	1,139,093	1,282,974	1,153,948	929,062
Ending Balance	1,153,948	1,054,994	929,062	943,511

ENTERPRISE – GSB TRANSIT TRUST

This fund is used for the stabilization of the contributions from the Government Student Body (GSB) at Iowa State University (ISU) to the Transit operating budget. The fund balance fluctuates based on fee approval, enrollment, and service levels.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Interest Revenue	9,759	10,000	2,000	7,000
Total Before Transfers	9,759	10,000	2,000	7,000
TRANSFERS:				
Transit Operations	166,402	150,000	-	-
Total Transfers	166,402	150,000	-	-
TOTAL REVENUES	176,161	160,000	2,000	7,000
EXPENSES:				
TRANSFERS:				
Transit Operations	165,000	-	-	-
Transit Capital Reserve	96,170	96,170	96,170	-
Total Transfers	261,170	96,170	96,170	-
TOTAL EXPENSES	261,170	96,170	96,170	-
Excess (Deficit) Revenues Over (Under) Expenses	(85,009)	63,830	(94,170)	7,000
Beginning Balance	1,078,388	1,062,219	993,379	899,209
Ending Balance	993,379	1,126,049	899,209	906,209

ENTERPRISE – TRANSIT CAPITAL RESERVE

This fund accounts for CyRide grant and capital activities. A fund balance has accumulated largely due to the timing of several projects where the local share was collected prior to the project completion or bus delivery.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
State/Federal Funding	3,025,196	1,850,230	2,250,008	415,650
ISU Parking	17,000	17,000	17,000	17,000
Interest Revenue	(1,800)	5,000	2,000	7,000
Total Before Transfers	3,040,396	1,872,230	2,269,008	439,650
TRANSFERS:				
Transit Operations	800,000	800,000	800,000	800,000
GSB Transit Trust	96,170	96,170	96,170	-
Total Transfers	896,170	896,170	896,170	800,000
TOTAL REVENUES	3,936,566	2,768,400	3,165,178	1,239,650
EXPENSES:				
Transportation CIP:				
Transit	3,994,544	2,752,170	3,415,426	1,002,000
Transportation Total	3,994,544	2,752,170	3,415,426	1,002,000
TOTAL EXPENSES	3,994,544	2,752,170	3,415,426	1,002,000
Excess (Deficit) Revenues Over (Under) Expenses	(57,978)	16,230	(250,248)	237,650
Beginning Balance	920,857	601,323	862,879	612,631
Ending Balance	862,879	617,553	612,631	850,281

ENTERPRISE – TRANSIT INTERMODAL FACILITY

This fund shows revenues and expenses associated with the construction of the Intermodal Facility. The City is the recipient of the Federal Tiger and Earmark Fund to build the facility. This project has been completed and the fund will be closed.

FUND SUMMARY	ACTUAL	ADOPTED	ADJUSTED	MGR REC
REVENUES:				
State/Federal Funding		-	-	-
Iowa State University	8,750	8,750	8,750	8,750
Interest Revenue	(94)	-	-	-
Total Before Transfers	8,656	8,750	8,750	8,750
TRANSFERS:				
General Fund (Transit Levy)	8,750	8,750	8,750	8,750
Total Transfers	8,750	8,750	8,750	8,750
TOTAL REVENUES	17,406	17,500	17,500	17,500
EXPENSES:				
Transportation CIP:				
Intermodal Facility	-	-	-	-
Transportation Total	-	-	-	-
TOTAL EXPENSES	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	17,406	17,500	17,500	17,500
Beginning Balance	(53,426)	(35,928)	(36,020)	(18,520)
Ending Balance	(36,020)	(18,428)	(18,520)	(1,020)

ENTERPRISE – STORM SEWER UTILITY

The Storm Sewer Utility was established in 1994/95 to provide routine maintenance of storm sewers.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Storm Sewer Fee	1,150,809	1,153,814	1,153,814	1,165,352
Grant Funds	-	-	575,000	761,000
Developer Contributions	769	3,000	188,000	6,000
Site Plan Permits	6,300	6,000	6,000	8,000
Lot Development Permits	15,300	15,000	15,000	20,000
Subdivision Plan Review	-	-	-	1,800
Grading Permits	-	-	-	1,500
Fees/Service Charges	4,669	3,500	3,500	4,000
Interest Revenue	21,948	10,000	10,000	10,000
Miscellaneous Revenue	1,648	-	-	-
TOTAL REVENUES	1,201,443	1,191,314	1,951,314	1,977,652
EXPENSES:				
Utilities:				
Storm Sewer Maintenance	230,684	207,579	251,155	252,189
Customer Service	2,050	2,400	2,400	2,400
	232,734	209,979	253,555	254,589
Utilities CIP:				
Storm Sewer	826,889	500,000	2,507,226	1,286,000
Utilities Total	1,059,623	709,979	2,760,781	1,540,589
Transportation CIP:				
Right-of-Way Restoration	-	40,000	40,000	50,000
Transportation Total	-	40,000	40,000	50,000
General Government:				
Human Resources	1,805	2,009	4,160	4,277
Public Works Engineering	244,147	295,388	300,662	320,197
Merit/Payroll Adjustment	-	1,649	-	1,684
General Government Total	245,952	299,046	304,822	326,158
TOTAL EXPENSES	1,305,575	1,049,025	3,105,603	1,916,747
Excess (Deficit) Revenues Over (Under) Expenses	(104,132)	142,289	(1,154,289)	60,905
Beginning Balance	2,223,679	577,132	2,119,547	965,258
Ending Balance	2,119,547	719,421	965,258	1,026,163

Minimum fund balance target: 10% of operating expenses	58,075
Unreserved fund balance	968,088

ENTERPRISE – AMES/ISU ICE ARENA

This fund accounts for the operation of the Ice Arena.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Admissions	54,557	53,721	56,590	59,632
Ice Rink Rental	358,662	342,269	356,657	371,175
Equipment Rental	24,073	25,100	24,680	26,180
Skate Sharpening	5,079	4,400	5,300	6,718
Dasher Board Advertising	10,429	8,963	9,168	10,200
Pro Shop Sales	2,986	3,000	3,000	3,000
Concessions	50,800	46,600	52,120	52,120
Interest Revenue	5,217	3,200	3,500	3,500
Miscellaneous Revenue	620	450	700	700
TOTAL REVENUES	512,423	487,703	511,715	533,225
EXPENSES:				
Community Enrichment:				
Ames/ISU Ice Arena	511,777	493,957	519,209	514,126
Total Community Enrichment	511,777	493,957	519,209	514,126
General Government:				
Merit/Payroll Adjustment	-	1,080	-	1,150
Total General Government	-	1,080	-	1,150
TOTAL EXPENSES	511,777	495,037	519,209	515,276
Excess (Deficit) Revenues Over (Under) Expenses	646	(7,334)	(7,494)	17,949
Beginning Balance	183,144	185,015	183,790	176,296
Ending Balance	183,790	177,681	176,296	194,245
Minimum fund balance target:				
15% of operating expenses				77,291
Unreserved fund balance				116,954

ENTERPRISE – ICE ARENA CAPITAL RESERVE

This fund accounts for capital replacement contributions from the City of Ames and Iowa State University (ISU). Both the City of Ames and ISU contribute \$20,000 annually. Funds may only be spent on approved capital improvements at the Ice Arena. Interest earned by the reserve is credited to the Ice Arena Operations Fund to improve the fund balance and reduce rate increases required to fund operations.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Iowa State University	20,000	20,000	20,000	20,000
Total Before Transfers	20,000	20,000	20,000	20,000
TRANSFERS:				
Local Option Sales Tax	20,000	20,000	20,000	20,000
Total Transfers	20,000	20,000	20,000	20,000
TOTAL REVENUES	40,000	40,000	40,000	40,000
EXPENSES:				
Community Enrichment CIP:				
Ice Arena	1,058	215,000	116,937	220,000
Community Enrichment Total	1,058	215,000	116,937	220,000
TOTAL EXPENSES	1,058	215,000	116,937	220,000
Excess (Deficit) Revenues Over (Under) Expenses	38,942	(175,000)	(76,937)	(180,000)
Beginning Balance	358,494	351,771	397,436	320,499
Ending Balance	397,436	176,771	320,499	140,499

ENTERPRISE – HOMEWOOD GOLF COURSE

This fund accounts for the operation of a 9-hole municipal golf course.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Green Fees	98,943	110,000	95,000	100,000
Season Passes/Punchcards	55,601	55,500	56,700	58,940
Entry Fees	1,886	2,000	2,000	2,100
Equipment Rental	40,118	40,000	42,000	44,000
Pro Shop Sales	2,665	2,500	2,400	2,650
Concessions	27,447	26,500	26,650	28,500
Cell Tower Lease	29,012	29,012	29,012	29,012
Interest Revenue	1,545	700	1,000	1,000
Miscellaneous Revenue	550	-	1,000	4,500
TOTAL REVENUES	257,767	266,212	255,762	270,702
EXPENSES:				
Community Enrichment:				
Administration/Concessions	121,573	146,111	114,687	121,920
Golf Course Maintenance	86,208	92,781	133,605	146,807
Community Enrichment Total	207,781	238,892	248,292	268,727
General Government:				
Merit/Payroll Adjustment	-	476	-	785
General Government Total	-	476	-	785
TOTAL EXPENSES	207,781	239,368	248,292	269,512
Excess (Deficit) Revenues				
Over (Under) Expenses	49,986	26,844	7,470	1,190
Beginning Balance	111,630	137,541	161,616	169,086
Ending Balance	161,616	164,385	169,086	170,276
Minimum fund balance target: 25% of operating expenses				67,378
Unreserved fund balance				102,898

ENTERPRISE – RESOURCE RECOVERY

This fund accounts for the operation of a municipally owned Resource Recovery Plant that provides service to 12 communities and several governmental organizations on a contractual basis. The member organizations contribute a per capita fee of \$9.10. The tipping fee is \$52.75 per ton. A transfer from the General Fund of \$452,862 is the Ames share of the per capita.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Commercial Accounts	2,075,573	2,300,000	2,300,000	2,300,000
Iowa State University	201,436	200,000	200,000	200,000
Other Contracts	21,066	20,540	20,540	20,540
Public Refuse Fees	50,802	48,000	48,000	48,000
Per Capita Revenue	272,327	272,327	264,355	264,355
Electric RDF Purchases	699,274	760,000	720,000	696,000
Sale of Metals	392,200	373,000	270,000	247,000
Bond Proceeds	-	300,000	300,000	-
Interest Revenue	29,226	20,000	20,000	20,000
Miscellaneous Revenue	29,527	25,000	25,500	15,000
Total Before Transfers	3,771,431	4,318,867	4,168,395	3,810,895
TRANSFERS:				
General Fund (Ames Per Capita)	452,862	452,862	452,862	452,862
Total Transfers	452,862	452,862	452,862	452,862
TOTAL REVENUES	4,224,293	4,771,729	4,621,257	4,263,757
EXPENSES:				
Utilities:				
Process Operations	2,709,153	2,781,275	2,773,179	2,842,259
Reject Disposal	798,003	896,250	896,250	896,250
Yard Waste Management	30,600	33,550	33,550	33,550
Landfill Monitoring	18,635	19,364	21,609	21,700
	3,556,391	3,730,439	3,724,588	3,793,759
Utilities CIP:				
Resource Recovery	445,147	730,850	838,924	365,900
Utilities Total	4,001,538	4,461,289	4,563,512	4,159,659
General Government:				
Financial Services	130,239	136,610	136,868	139,849
Purchasing Services	18,436	21,292	27,107	29,726
Public Relations	16,486	17,394	17,910	18,545

INTERNAL SERVICES – FLEET SERVICES

This fund accounts for maintenance and purchase of City-owned equipment. Shop Operations provides service to City departments (excluding Transit). The fund balance represents the accumulation of interest earnings used for capital projects at the shop location.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Departmental Charges	2,223,051	2,306,596	2,296,596	2,349,416
Building User Fees	54,572	53,900	58,482	57,147
Interest Revenue	726	-	-	-
Miscellaneous Revenue	400	-	-	-
Total Before Transfers	2,278,749	2,360,496	2,355,078	2,406,563
TRANSFERS:				
Road Use Tax	2,917	30,625	33,560	27,750
Water Utility	2,917	30,625	33,560	27,750
Sewer Utility	2,917	30,625	33,560	27,750
Total Transfers	8,751	91,875	100,680	83,250
TOTAL REVENUES	2,287,500	2,452,371	2,455,758	2,489,813
EXPENSES:				
Internal Services:				
Fleet Maintenance	2,040,599	2,192,135	2,160,810	2,215,103
Internal Services CIP:				
Fleet Facility Improvements	11,667	122,500	134,241	111,000
Internal Services Total	2,052,266	2,314,635	2,295,051	2,326,103
General Government:				
Financial Services	48,210	50,673	50,886	51,994
Purchasing Services	3,010	3,389	2,502	1,997
Facilities	88,974	114,142	116,965	114,294
Merit/Payroll Adjustment	-	2,990	-	2,732
General Government Total	140,194	171,194	170,353	171,017
TOTAL EXPENSES	2,192,460	2,485,829	2,465,404	2,497,120
Excess (Deficit) Revenues				
Over (Under) Expenses	95,040	(33,458)	(9,646)	(7,307)
Beginning Balance	213,967	231,082	309,007	299,361
Ending Balance	309,007	197,624	299,361	292,054

INTERNAL SERVICES – FLEET RESERVE

This fund accounts for the accumulation of funds for use in the replacement of City of Ames fleet vehicles and related equipment. This fund allows operating departments to accumulate funds to replace vehicles and equipment over the useful life of that equipment.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Fleet Replacement Funds	1,730,719	1,155,000	1,455,645	1,576,744
Sale of Equipment	170,749	180,000	180,000	180,000
Interest Revenue	65,380	57,000	45,000	45,000
Miscellaneous Revenue	450	-	-	-
TOTAL REVENUES	1,967,298	1,392,000	1,680,645	1,801,744
EXPENSES:				
Internal Services:				
Fleet Acquisitions	1,546,864	1,879,350	2,528,411	1,904,657
Fleet Disposal	6,028	-	-	-
Total Before Transfers	1,552,892	1,879,350	2,528,411	1,904,657
TRANSFERS:				
Sewer Utility	-	-	-	-
Electric Utility	-	-	-	-
Total Transfers	-	-	-	-
TOTAL EXPENSES	1,552,892	1,879,350	2,528,411	1,904,657
Excess (Deficit) Revenues Over (Under) Expenses	414,406	(487,350)	(847,766)	(102,913)
Beginning Balance	7,119,443	5,841,156	7,533,849	6,686,083
Ending Balance	7,533,849	5,353,806	6,686,083	6,583,170

INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology accounts for all information technology and communication services provided to City departments.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Data Charges	1,408,604	1,453,317	1,451,224	1,505,940
Communications Charges	224,391	227,364	227,919	227,919
Miscellaneous Revenue	76	-	-	-
TOTAL REVENUES	1,633,071	1,680,681	1,679,143	1,733,859
EXPENSES:				
Internal Services:				
Data Processing	1,403,170	1,445,971	1,444,585	1,499,200
WiFi Operations	5,510	7,346	6,639	6,740
Phone Operations	224,391	227,364	227,919	227,919
Internal Services Total	1,633,071	1,680,681	1,679,143	1,733,859
General Government:				
Merit/Payroll Adjustment	-	7,814	-	7,988
General Government Total	-	7,814	-	7,988
TOTAL EXPENSES	1,633,071	1,688,495	1,679,143	1,741,847
Excess (Deficit) Revenues Over (Under) Expenses	-	(7,814)	-	(7,988)
Beginning Balance	147,534	104,042	147,534	147,534
Ending Balance	147,534	96,228	147,534	139,546

INTERNAL SERVICES – TECHNOLOGY RESERVE

This fund accounts for the accumulation of funds for use in the replacement of City of Ames computers and related Information Technology equipment. This fund allows operating departments to accumulate funds to replace Information Technology equipment over the useful life of the equipment. A shared communication system with other law enforcement agencies in Ames and Story County is also reflected in this fund.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Computer Replacement Funds	375,289	164,717	338,869	264,471
Iowa State University	49,940	56,963	56,310	53,965
Story County	50,332	56,963	56,310	53,965
E911 Board	24,781	31,804	30,746	34,080
Ames Police Department	50,701	56,963	56,309	53,965
Ames Fire Department	-	2,700	2,700	2,970
Interest Revenue	24,525	18,200	18,200	18,200
Miscellaneous Revenue	-	-	-	-
TOTAL REVENUES	575,568	388,310	559,444	481,616
EXPENSES:				
Internal Services:				
Computer Equipment	251,734	122,129	381,728	195,814
IT Computer Equipment	64,600	135,719	233,514	83,673
Phone System	28,446	57,301	162,729	24,867
Shared Communication	176,809	205,393	202,375	198,945
Internal Services Total	521,589	520,542	980,346	503,299
TOTAL EXPENSES	521,589	520,542	980,346	503,299
Excess (Deficit) Revenues				
Over (Under) Expenses	53,979	(132,232)	(420,902)	(21,683)
Beginning Balance	2,695,037	2,074,720	2,749,016	2,328,114
Ending Balance	2,749,016	1,942,488	2,328,114	2,306,431

INTERNAL SERVICES – RISK MANAGEMENT

This fund accounts for payment of insurance premiums for Workers' Compensation, comprehensive liability and other insurance covered by the Risk Management Program. Loss prevention is also included in the program. The fund balance includes the required reserves plus an accrual calculation for unreported claims.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Departmental Charges	2,246,693	2,407,815	2,369,864	2,448,213
Interest Revenue	7,485	7,000	5,800	5,800
Miscellaneous Revenue	-	-	-	-
TOTAL REVENUES	2,254,178	2,414,815	2,375,664	2,454,013
EXPENSES:				
Internal Services:				
Administration	121,852	127,003	140,399	145,022
Liability Insurance	182,776	207,450	180,360	185,750
Liability Claims	68,915	75,000	75,000	75,000
Auto Insurance	65,100	71,500	65,944	68,650
Transit Insurance	156,479	172,000	168,144	176,500
Property Insurance	698,475	768,200	768,200	806,000
Professional Liability	30,890	32,500	29,498	31,000
Police Professional	32,132	33,750	30,694	33,750
Safety Training	116,000	134,000	134,000	127,600
Workers Compensation	643,779	728,500	708,808	712,000
Internal Services Total	2,116,398	2,349,903	2,301,047	2,361,272
General Government:				
Merit/Payroll Adjustment	-	986	-	1,023
General Government Total	-	986	-	1,023
TOTAL EXPENSES	2,116,398	2,350,889	2,301,047	2,362,295
Excess (Deficit) Revenues				
Over (Under) Expenses	137,780	63,926	74,617	91,718
Beginning Balance	1,275,337	1,380,591	1,413,117	1,487,734
Ending Balance	1,413,117	1,444,517	1,487,734	1,579,452
Minimum fund balance target:				
Reserved for deductibles and retained risk				1,000,000
Unreserved fund balance				579,452

INTERNAL SERVICES – HEALTH INSURANCE

This fund accounts for City and employee contributions for the City's health benefits plan. The City began self-insurance in July 2000. The reserve for post employment health care benefits reflects the City's liability for funding post employment health care benefits.

FUND SUMMARY	2013/14 ACTUAL	2014/15 ADOPTED	2014/15 ADJUSTED	2015/16 MGR REC
REVENUES:				
Departmental Contributions	6,002,365	6,419,552	6,362,507	6,935,133
Employee Contributions	564,928	606,026	598,824	652,718
Retiree Contributions	258,106	239,960	273,592	298,215
City Assessor Contributions	81,486	91,907	86,375	94,149
COBRA Contributions	17,498	25,000	25,000	25,000
Medicare Supplement	28,922	30,000	30,000	30,000
Stop Loss Recoveries	458,731	-	-	-
Interest Revenue	26,513	22,000	18,000	18,000
Miscellaneous Revenue	33,874	-	-	-
TOTAL REVENUES	7,472,423	7,434,445	7,394,298	8,053,215
EXPENSES:				
Internal Services:				
Health Administration	85,776	80,064	62,537	76,757
Medical Claims	4,989,828	5,128,950	5,128,950	5,590,556
Dental Claims	332,596	328,714	347,123	348,859
Pharmacy Claims	1,169,754	1,171,471	1,200,021	1,280,453
Other Health Insurance	630,460	704,117	704,117	660,845
Health Promotion Program	172,451	200,340	209,324	208,279
Internal Services Total	7,380,865	7,613,656	7,652,072	8,165,749
General Government:				
Merit/Payroll Adjustment	-	1,397	-	1,333
General Government Total	-	1,397	-	1,333
TOTAL EXPENSES	7,380,865	7,615,053	7,652,072	8,167,082
Excess (Deficit) Revenues Over (Under) Expenses	91,558	(180,608)	(257,774)	(113,867)
Beginning Balance	2,605,468	2,124,644	2,697,026	2,439,252
Ending Balance	2,697,026	1,944,036	2,439,252	2,325,385
Minimum fund balance target:				
Estimated 3 months of claims				1,450,000
Reserve for post-employment health care benefits				251,219
Unreserved fund balance				624,166

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